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FDR Visits The National Archives¹

By R. D. W. CONNOR

University of North Carolina

PRESIDENT Roosevelt's visit to the National Archives Building took place on June 16, 1937.² The first step that led up to it occurred three years earlier at the White House. On September 30, 1934, I received a letter from Marvin H. McIntyre, the President's Assistant Secretary in charge of his engagements, in which he wrote: "The President would like to have a talk with you, and if it suits your convenience, I have arranged a definite appointment at the White House on Wednesday, October third, at 11:15 A.M."

At the time designated, I turned up at the White House, was ushered into a crowded waiting room, and told to take a seat. Washington was putting on one of its famous sizzling, humid, heat waves, to everybody's discomfort. To make the situation worse for me, in accordance with instructions carefully impressed on me before leaving the cool breezes of Chapel Hill, I had discarded my old summer clothes for a new fall weight suit and was dressed up in my best "bib-and-tucker," which added considerably to my self-consciousness but nothing to my comfort. I was about to have my first personal conference with a President of the United States and I would be guilty of some digression from the truth were I to say that I was not the least bit nervous. While waiting for my summons, I noted that as each of the others present was called for his interview, he would arise from his seat, clear his throat, straighten his cravat, adjust his coat to his shoulders, run his hand gently over his hair — if he had any — and otherwise show that he had not forgotten his wife's final instructions about his appearance when entering the Presence!

My turn finally came. "Mac" beckoned to me. I got up and, preening myself as I had seen the others do, nervously followed him

¹ The incidents, even the conversations, reported in this article are based on notes made by the author immediately after the occurrence.

² On October 5, 1943, President Roosevelt visited the National Archives Exhibition Hall to view the documents on display there from the collections of the Franklin D. Roosevelt Library in Hyde Park, but no tour of the building was made at that time.

into the President's office. "Mac" announced "Professor Connor," and then withdrew. The President sat behind a large flat-topped desk so that the only part of his body that was visible was from his waist up and that was dominated by his magnificent head. His greeting was cordial, his smile captivating, his hand clasp firm and encouraging; and my nervousness evaporated. "I am glad to see you," he said, as he waved me to a chair close to his desk, "sit there and let's get acquainted." I envied him his light weight summer suit, his wrinkled coat which he wore without a vest, his loose tie flapping uncontrollably in the cool breezes generated by his electric fan. His eyes swept me from head to foot, sizing up the country pedagogue.

After a few simple questions about North Carolina, to put me at ease, he amazed me by saying: "Mr. Connor, you once did me a great service." I looked dumb, but perhaps not as dumb as I felt. What on earth was he talking about! He must have noticed my dilemma, for he hastened to my rescue, saying: "As you know, I have long been interested in our military and naval history, especially the latter. When I was Assistant Secretary of the Navy, largely through my efforts, Congress appropriated \$50,000 to be used by the Secretary of War and the Secretary of the Navy in collecting from the several states their military and naval records of the American Revolution. Because of my special interest in the project, the job of supervising it for both departments was turned over to me. The appropriation was not large enough for us to cover all of the thirteen states, so I decided to begin with Massachusetts, Virginia, and North Carolina. I couldn't locate in the archives of the Navy Department any North Carolina naval records of the Revolution, but you found them in Raleigh and had photostats of a large number made for me."

Now I knew what he was talking about! At that time I was Secretary of the North Carolina Historical Commission, now the State Department of Archives and History, and those records were in my official custody. My dealings in the matter, however, were entirely with Leet Brothers, a firm of photographers in Washington, who had been given the contract for the job. They sent to Raleigh what was undoubtedly the first photostat machine ever used in North Carolina. In the quarters of the Commission, I assigned them the necessary space for their work and in the course of about three months they made photostats of some 5,000 documents. I knew nothing of Mr. Roosevelt's connection with the project and

was amazed, not that he remembered it but that he knew of my connection with it.

By this time, having put me completely at ease, the President suddenly changed the subject, saying: "Mr. Connor, as you know, I am required by an act of Congress to appoint an Archivist of the United States — is that the correct pronunciation?" — he had pronounced it as *är' kī vīst*, but without pausing for an answer, continued, "and the man I am going to appoint must have two qualifications — he must be a good Democrat and he must have the endorsement of the historians of the country." He paused, as if expecting me to say something. "I can meet the first requirement, Mr. President," I replied, "but I don't know about the second." "Well," he said, "I do, and I'm going to appoint you."

The President then proceeded to deliver a dissertation on the importance of the National Archives, both to the Government and to scholars, pointed out some of its problems that required immediate attention, and assured me that I could rely on his continued interest in its development. "You know," he added, "it's my baby!" I didn't know it, nor did I know then on what he based his claim to paternity, but it was not up to me to question it. At any rate, whatever his claim to natural parentage, certainly the care with which he watched over its birth and the concern he always showed in its welfare, gave him a fair claim to parenthood by adoption.

Perhaps the most conspicuous display of his interest was the visit he later made to the Archives Building. As I was leaving his office at the close of that first conference, he said: "When you get well under way, I'm going to pay a visit to the Archives Building to see what you are doing." I felt sure that he would never think of it again, but I did not then know the tenacity with which he seized and held on to things that interested him. It was nearly three years later, as another conference in his office was drawing to a close, that he said: "By the way, I promised you some time ago to visit the Archives Building." I hastened to assure him that I had not forgotten that promise. "All right," he replied, "I'll come some day soon." "Mr. President, why not set a specific date now?" "Good," he laughed. "Let's see," looking at his calendar, "how about next Wednesday — say at 5 o'clock?" That, I hastened to reply, would suit me fine. He rang for a secretary, told her to enter that engagement on his calendar, and to tell "Mac" about it.

The President was as good as his word. On Tuesday, June 15th, Colonel Edward Starling, chief of the White House Secret Service,

came to the Archives Building to investigate the arrangements we had made for the President's visit. He was taken on a tour of the building, following the route laid out for the President, and approved our plans. Wednesday afternoon, at about 3:00 o'clock, a White House car arrived with the President's wheel chair; a little later, Colonel Starling appeared, with two or three members of his staff, stationed guards at the necessary points about the building, and gave us our final instructions.

The President arrived at 5:30 o'clock, accompanied by his son, Colonel James Roosevelt, and some half-dozen guards. From Seventh Street, his car entered the receiving room in the basement of the building, where the facilities for his leaving and re-entering his car were better than elsewhere. On the tour of the building, he was accompanied by Colonel Starling, Colonel Roosevelt, and four members of the National Archives staff. From the receiving room, the tour took the President to the Division of Repair and Preservation, a Stack Section, the Division of Photographic Reproduction, the Division of Motion Pictures and Sound Recordings, the Central Search Room, and, finally, the Exhibition Hall.

In the Division of Repair and Preservation, the President displayed a lively interest in our methods of fumigating, cleaning, flattening, and laminating documents, about which he fired a perfect barrage of questions at the staff members present. Next came the Division of Photographic Reproduction. Here his chief interest was in microfilming. He lingered so long, inspecting equipment and asking searching questions about processes, and the possibilities of microfilming as a means of conserving storage space and of reproducing documentary material at small cost, that I finally suggested *sotto voce* to James Roosevelt that we'd better move on before the President got tired. "No," James replied, "let him alone; he's having the time of his life."

That FDR's interest in these archival problems was not a mere passing fad with him is shown in his letter of February 13, 1942, accepting election as an honorary member of the Society of American Archivists. Among other things, he wrote:

I need not tell you of my lifetime interest in the building up of archives throughout the nation. . . .

At this time, and because of the condition of modern war against which none of us can guess the future, it is my hope that the Society of American Archivists will do all that is possible to build up an American public opinion in favor of what might be called the only form of insurance that will stand the test of time.

I am referring to the duplication of records by modern processes like the microfilm so that if in any part of the country original archives are destroyed, a record of them will exist in some other place.³

From the Division of Photographic Reproduction, the party moved on to the Division of Motion Pictures and Sound Recordings. The preservation of these modern media recording important events had long been one of FDR's hobbies and, as I afterwards learned, he was responsible for the insertion in the National Archives Act of the provision authorizing the Archivist to accept, store, preserve, and exhibit motion pictures and sound recordings illustrative of American history. Soon after the division which was concerned with these types of records was organized, I asked its chief to prepare a report on the problems of preservation, storage, and equipment, and sent a copy to the President. It brought from him the following comments:

THE WHITE HOUSE
WASHINGTON

October 30, 1935

MEMORANDUM FOR

DR. R. D. W. CONNOR

This is an extremely interesting report of Mr. Bradley's in regard to preservation of motion picture films in the Archives Building. I am thoroughly and unequivocally in favor of the preservation of these definitely historic records.

Nevertheless, I want to be wholly on the safe side in regard to fire and until we know more about the subject, I hesitate to have films under the same roof with the manuscript, typewritten and printed records.

Will you give consideration to just one other alternative: To build a series of fireproof vaults under Constitution Avenue, directly in front of the Archives Building, in such a way that they could be kept at an even temperature, even atmospheric conditions, and yet so planned that in case of a fire or explosion they could be separately flooded, i.e., only those vaults actually burning. Incidentally, the Navy and also the Army could give you much information in regard to the protective storage of explosives and inflammables.

In any event you would need additional appropriations and safety devices for this kind of storage, and I do not think it would be much more expensive to put it underground instead of in the Building.

FDR

Nothing came of this somewhat fantastic suggestion. During the President's visit to the Archives Building, two years later, we showed him the equipment designed by members of our staff, and approved by the United States Bureau of Standards, for preserv-

³ This letter was printed in full in *American Archivist*, 6:17 (Jan., 1943).

ing, filing, and servicing films. Reassured, he dropped his own plan. Perhaps it was well enough that no hint of his suggestion that *Constitution Avenue* be used as an experiment in the "protective storage of explosives and inflammables" ever reached the public. How Washington would have buzzed and shuddered. "Just another illustration of Roosevelt's contempt for the Constitution!"

The Central Search Room was the President's next stop. As he was wheeled through the doors into the Search Room, he almost gasped at its beauty and simple dignity. He said nothing until every important detail designed for the convenience of the student—comfortable chairs and desks, an excellent reference library, facilities for quickly supplying documents wanted—were all strongly impressed upon his mind; then, as if speaking to himself only, he said: "When my term is up, I'm coming here to work."

The tour ended in the Exhibition Hall, where many of the Nation's most valuable historical documents were on display. Among them were engrossed copies of amendments to the Constitution of the United States proposed by the Congress. One of them in particular, the Thirteenth, always aroused the interest of visitors. Franklin Roosevelt was no exception. But his interest was stimulated by a curious point, the significance of which not one person out of a hundred understood. That was the fact that Abraham Lincoln, as President, had inscribed on it over his signature the word "Approved." As soon as he observed this endorsement, FDR looked up and said: "But the President is not supposed to certify his approval of proposed constitutional amendments." As a matter of fact, this is the only instance in our history in which a President has done so. Did Lincoln sign it under a misapprehension of his duty, or because he wanted his name associated in this way with the crowning achievement of his life?

After examining these engrossed copies of amendments, FDR remarked, "No amendment has been submitted by Congress since I became President," and a sheepish expression flashed across his face at this slip of memory when son James reminded him of the role he had played as funeral director upon the demise of the late lamented Eighteenth Amendment.

The documents that made the strongest appeal to the interest of our Navy-minded visitor were numerous log books of famous American naval vessels. Chief among these were two logs of the U. S. S. *Constitution*. After a close scrutiny of them, accompanied by comments on the history of the famous old fighter, he turned

to me and said: "There's a third log of the *Constitution* in existence; do you know where it is, Mr. Archivist?" Upon the Archivist's confession of ignorance, the President said with some gusto: "I do, because I have it;" quickly adding, "But I didn't 'snitch' it from Government files. I bought it many years ago from a New York dealer." I suggested that it would be a fine thing for him to give it to the National Archives, but he was too cagey a collector to be caught in that trap.

It was now 6:30, and James Roosevelt reminded his father of a dinner engagement he had at the White House at 7:00 o'clock, and so brought his visit to a close.

One of the sequels of FDR's visit was the following correspondence:

THE WHITE HOUSE

WASHINGTON

August 24, 1937.

DEAR DR. CONNOR:

I have made a terrible discovery. Fifteen years ago, I had a number of my more valuable manuscripts placed, on the recommendation of some New York experts, in sheets of some transparent material. On unpacking them the other day, I find that these manuscripts have become damp and brittle and many of them have faded. Evidently, some chemical action is taking place.

The only thing I can do is to turn them over to your tender care with the request that your experts save the lives of these precious papers. The papers smell of camphor and I suppose that whatever chemical is now working on them ought to have its reaction stopped. Perhaps after that the best thing to do would be to place the manuscripts under those new transparent sheets which you showed me.

I must, of course, pay for the work as these are my personal property.

I enclose twenty-nine sheets.

Very sincerely yours,

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE

WASHINGTON

August 24, 1937.

DEAR DR. CONNOR:

Among my manuscripts which I am now unpacking, I find the enclosed marked "Wheeler — Journal of Voyage to North Carolina 1809." I have only had a chance to glance at it hurriedly and I think it will interest you.⁴

⁴ Probably Dr. John Wheeler, a native of New Jersey, who in early life was in business with his cousin, David Longworth, as a publisher and bookseller in New York City. He later studied medicine and moved to Murfreesboro, N. C., where he practiced his profession until his death there in 1814.

Would you be good enough to have someone, if it seems of enough importance, have it bound and perhaps put between transparent sheets for permanent preservation?

This, also, is part of my personal collection so let me know what it costs and I will reimburse the government.

Very sincerely yours,

FRANKLIN D. ROOSEVELT

Following the advice of his "New York experts" the President had placed his "precious papers" in cellophane envelopes, inserted them in loose-leaf binders, and carefully laid them away in the comfortable assurance that he had taken the necessary measures to preserve them. The result was his "terrible discovery" fifteen years later. Some of his manuscripts were so badly damaged by contact with the cellophane that the experts at the National Archives doubted whether anything could be done to save them. We reported the problems to the President and the possible results of the treatment recommended, and asked for specific instructions. He replied as follows:

THE WHITE HOUSE

WASHINGTON

Hyde Park, New York,
August 30, 1937.

DEAR DR. CONNOR:

Thank you for the reports on the documents. Please go ahead and do all that is necessary.

When I return to Washington, I shall send you some further documents which are between celluloid sheets. They have been in a box for several years but I hope their condition is not as bad as that of those I have already sent you.

Very sincerely yours

FRANKLIN D. ROOSEVELT

While work on these papers was still in progress, the President sent to us a number of fine Japanese prints which he wished treated for preservation. These prints presented problems somewhat new to us; we thought it wise, therefore, to seek the advice of experts at the Freer Gallery of Art in Washington and at the Metropolitan Museum of Art in New York. The former replied that the "only feasible method of treating the Japanese prints is . . . to place them between sheets of glass to be tightly fastened together

by means of a suitable gummed tape." The Metropolitan recommended pasting them down upon another sheet of good paper of the same general quality as the prints or, better still, upon *mousseline de soie*. We submitted both proposals to the President with the request that he indicate his choice, and at the same time sent a statement of the progress we had made in the lamination of his manuscripts. He replied as follows:

THE WHITE HOUSE

WASHINGTON

January 6, 1938.

DEAR DR. CONNOR:

Thank you for your report on the manuscripts and Japanese prints. I am glad that practically everything in Volumes 1 and 2 [of the manuscripts] can be preserved, and I hope you will find that most of the material in Volume 3 will work out.

I am happy to say that I have no other celluloid books.

In regard to the Japanese prints, I much prefer the method suggested by the Metropolitan Museum of Art — laying them down on mousseline de soie.

Will you be good enough to go ahead with it?

Very sincerely yours,

FRANKLIN D. ROOSEVELT

The experts at the National Archives improved somewhat on the technique recommended by the Metropolitan Museum, with results that brought from the President the following note:

THE WHITE HOUSE

WASHINGTON

March 15, 1938.

DEAR DR. CONNOR:

I am so delighted with the way the National Archives treated the Japanese prints that I must write to you to express it. I have never seen such a fine piece of work.

Always sincerely,

FRANKLIN D. ROOSEVELT

To round out this story, one other incident remains to be told. Not long after the President's visit, the House Appropriations Committee had under consideration the National Archives budget for 1937-38. Clifton A. Woodrum, Congressman from Virginia, was presiding. At an appropriate point in the discussion, Congress-

man Woodrum, interrupted the proceedings to say, "off the record," that the President had recently told him about his visit to the National Archives Building. "He said," reported Mr. Woodrum, "that he was astonished at what he had seen. He had had no adequate conception of the magnitude of the operations of the Archives and was highly pleased at the way they were being carried on."

What the Genealogist Expects of an Archival Agency or Historical Society¹

By MILTON RUBINCAM

*Past President, National
Genealogical Society*

WE are all aware of the fact that an unfortunate antipathy exists between members of the archival and historical professions and the genealogists. The former generally view the ancestry searchers with contempt, regarding them as people who contribute little or nothing to our knowledge of this country's past and are chiefly occupied in forging weak links between themselves and such celebrities as Charlemagne and William the Conqueror. The genealogists, on the other hand, often think that archivists and historical society personnel deliberately close their eyes to the real value of genealogical investigation and consequently are uncoöperative when requested to make available records in their custody.

There is some justification for both points of view. Unhappily, there are some genealogists whose time could be better spent than in trying to find a royal or noble forefather or to lay claim to a fabulous fortune that does not exist. As classic examples, we have the claims of the Coultharts to be descendants of a mythical Roman soldier, Coulthartus; of both the noble Feildings of England and the Mennonite Rittenhouses of Pennsylvania — of all people — to be male representatives of the House of Habsburg; and of the Springers of Delaware to be male representatives of the Carolingians and the true owners of the present city of Wilmington. These claims, incidentally, are as nothing compared with the proud boast of the princely Hungarian House of Esterházy that its pedigree begins with the grandfather of Adam, the first man! One can readily understand why a keeper of records nearly loses his "archival patience" when he is confronted by such people as the lady who once asked at the National Archives for the 1790 census of

¹ Paper read at the joint annual meeting of the Society of American Archivists and the American Association for State and Local History, Raleigh, North Carolina, October 27, 1948.

Iowa and refused to believe the archivist-in-charge when he explained that he could produce no such document because Iowa was not one of the Thirteen Original States covered by that census.

Looking at the matter from the standpoint of the serious student of genealogy, however, I think you will agree that he too has a right to feel irritated when an archivist looks at him with disdain, giving every indication of an unwillingness to produce records for genealogical research, probably because he feels that to produce them would take time from his records administration functions. When such a situation occurs, the genealogist believes that he must remind the archivist that one of his chief functions is to serve the public; that the records in his custody are public property; and, therefore, that genealogists, as well as other students, have the right of equal access to them. In this connection, permit me to state that my own relations with representatives of the archival profession, both in the National Archives and in the several state agencies where I have worked, have been most cordial and coöperative. Nevertheless, I think a frank discussion of the subject will do much to clarify the situation and pave the way for a better relationship between genealogists, archivists, and historical society personnel.

During the past three quarters of a century genealogical research has made tremendous strides. Under the leadership of the great English authority on feudal history, the late Dr. J. Horace Round, and of the foremost American genealogist of the present day, Donald Lines Jacobus, Editor-in-Chief of *The American Genealogist*, a school of scientific genealogical investigators has arisen that not only hammers incessantly at false ancestral pride and faked pedigrees, but also demonstrates (1) the close interrelationship between genealogy and history; and (2) the methods whereby workers in the one field may aid researchers in the other. A high code of ethics has been developed in the genealogical profession, a rigid code that is maintained by the state genealogical societies and, in an overall capacity, by the National Genealogical Society and the American Society of Genealogists, a semi-professional group.

To be a good genealogist one must have as specialized a knowledge of his profession as the archivist and the historian have of their professions. A genealogist must know his source materials and possess a working knowledge of genealogical bibliography for the country as a whole. He must have critical ability and the courage to debunk the false and the fraudulent pedigrees that have done so much to discredit genealogy as an auxiliary science of history. By reason of his detailed researches, he is in a position to contrib-

ute new data on obscure phases of history. For example, you will be interested to learn that it was a genealogist, who is also an archivist, whose researches on the family of a certain Elizabethan writer provided the details of that writer's life, whereas the cataloguer in the Library of Congress was merely able to show that the writer "flourished" in the year 1579. Modern genealogy, if properly pursued, throws much light on manners and customs, eugenics, economics, sociology, philology, topography, and other related studies. In an address before the National Genealogical Society many years ago Dr. Amandus Johnson, the noted authority on the early Swedes in the Delaware Valley, neatly summed up this concept when he observed: "History is based upon biography, and biography is based upon genealogy."

Genealogists represent the majority of the "customers" at archival agencies. This fact is being recognized more and more by archivists. It is fitting, therefore, that in a desire to improve the service rendered by archival and historical agencies, a place has been provided on this program for a discussion of the genealogist's needs and point of view.

The principal aid to efficient genealogical research is an adequate indexing system. Much time is consumed when the genealogist is forced to ask questions about the types of documents in an archival agency's possession, or when the archivist finds it necessary to make a search of the records in his custody in order to ascertain if they contain desired data. I am not implying that every name in every document should be indexed on a 3 x 5 card although, I must confess, that such an index would be the answer to a working genealogist's prayers! But a system whereby the various groups and types of documents in custody could be readily indexed on cards would be of considerable help to the researcher whose time is limited. If it is not feasible to index the collections, a series of finding aids should be prepared. The genealogist has the feeling that an archival agency has thousands of documents that would be of inestimable value in his researches if he but knew what collections the agency possesses and what he may expect to find in them. It is difficult, sometimes, to elicit the proper information in conversation with the archivist-in-charge. The researcher may not know quite what he is looking for, and the archivist may be equally uncertain of the object of the genealogist's search. Finding aids would provide both with the working tools that they need.

Archival agencies and historical societies can also aid genealogists by appointing certain staff members as genealogical consultants

who would become familiar with the needs of genealogists and acquaint themselves with the methods of genealogical research. Such an arrangement would increase the efficiency of the agency or society and, at the same time, make the genealogist free to talk over his problems with a member of the staff who has both a knowledge of and sympathy for the work of genealogists.

Many types of documents engage the attention of family historians. In the National Archives, for instance, are found the Federal census records, as well as military, naval, pension, land, and other records relating to personal history. But the National Archives can serve the genealogist only insofar as the activities of a family or an individual are reflected in the records of the United States Government. State archival agencies, local historical societies, and county court houses are, therefore, the principal repositories of genealogical source materials. Since the history of a state, as well as of a nation, is based upon the activities of its people, many genealogists believe that each state archivist has an obligation to assemble in one place the records of the people of his state, either the original records or copies of them. Some archivists are assuming that obligation by endeavoring to centralize the records of their states up to a certain period, say about 1850. There is much to be said for centralization. The researcher is not forced to run around to different counties in order to consult his source-materials, but can find nearly everything he seeks in a central repository. On the other hand, the great disadvantage of centralization is the danger of a catastrophe overtaking the archival agency and the consequent destruction of all the old records of the state. The problem of centralization or decentralization is one that only the state governments can solve.

For many generations New England has been the seat of genealogical development. Extreme care has been exercised to preserve the vital records of the towns, and funds have been generously provided for their publication down to 1850. The highest degree of efficiency in centralization of records has been attained by the Connecticut State Library, which has set up departments bearing the descriptive names of Local History and Genealogy, Archives, Vital Records, Church Records, Probate, and Cemetery Inscriptions or Veterans Grave Survey. The Library has prepared an alphabetical General Index of Connecticut Vital Records, containing over one million entries, from all of the extant town records to 1850. Its collection of church records contains original registers of

over 600 Connecticut churches. In cases where churches desire to retain their original records, the Library has copies made of them for its files. These church registers now are being indexed. The Library's collections also include about 25,000 family Bible records, tombstone inscriptions from over 2,000 Connecticut cemeteries, newspaper notices of marriages and deaths (now comprising about a million entries), and about 200,000 files of estate papers. Land records are still retained by the town clerks, but the Library now is engaged in microfilming those records for each town.²

Other states are following the example of Connecticut in assembling documents of genealogical value. Space will not permit me to describe in detail the efforts of certain states such as Delaware, Maryland, and Virginia, to centralize in their archival agencies documents bearing not only on the history but also on the genealogy of those areas. For various reasons it is impossible to transfer all of the county records to the state capitals, but efforts are being made to assemble as many official documents as possible, as well as collections of family papers, church registers, copies of tombstone inscriptions, and Bible records.³ In North Carolina the State Department of Archives and History is making a similar effort to assemble personal and unofficial collections, maps, newspapers, and noncurrent county records, all of which are invaluable to the historian of North Carolina families.⁴

To a certain extent, the functions of the historical society overlap those of the state archival agency. Whether this is a desirable circumstance I am not prepared to say at this time, although it is certainly helpful to the researcher. Both institutions may assemble collections of family papers, Bible records, and tombstone inscriptions and, in some instances, official records even find their way to the historical society, as in the case of the excellent collection of early tax lists for Chester County, Pennsylvania, in the possession of the Chester County Historical Society. In some of the court houses where I have worked, especially in one large city, the custodians have been so preoccupied with politics as to neglect their duties toward the public records. In the case just cited, I have found

² Marjorie E. Case, "Connecticut Resources for Genealogical Research," *National Genealogical Society Quarterly*, March 1948, pp. 1-4.

³ Leon de Valinger, Jr., "Delaware Records for Genealogical Research," *National Genealogical Society Quarterly*, March 1947, pp. 1-3; Roger Thomas, "Genealogical Records at the Hall of Records," *Ibid.*, June 1945, pp. 49-50; Nellie P. Waldenmaier, "Source Records in the Virginia State Library," *Ibid.*, March 1945, pp. 31-32.

⁴ Christopher Crittenden, "The North Carolina State Department of Archives and History and Its Manuscript Collections," *Ibid.*, March 1946, pp. 1-3.

deed books falling apart at the mere touch of the hand and the index volumes virtually scattered in sections around the room! When such a deplorable situation occurs, it is well that progressive historical societies are making every effort to secure for their own collections the official records of the communities which they serve. An editorial in *The American Archivist* for July, 1946 calls attention to the necessity for safeguarding these treasures of the past. I might add, parenthetically, that some of the smaller court houses, such as those for Chester, Bucks, and Beaver Counties, Pennsylvania, and the Office of the Recorder of Deeds for Allegheny County at Pittsburgh, are models of orderliness and care in the preservation of records.

In some states funds may not be appropriated for the acquisition of documents that, strictly speaking, are not official records. Under such circumstances, assistance may be secured by means of Federal grants-in-aid or, in times of depression, by the activities of such agencies as the former Work Projects Administration. The publications of that organization have been criticized by some historians and genealogists for being not too reliable at times, but the fact remains that they have been very useful tools for research. The National Society of the Daughters of the American Revolution is constantly adding thousands of transcripts to its fine Washington library as a result of the labors of its chapters throughout the country. It may be that arrangements could be worked out to have the D.A.R. chapters in the various states prepare for presentation to the state archives copies of the records they are forwarding to D.A.R. headquarters in Washington. These are but a few suggestions as to how records may be secured by the archival agencies if official funds and facilities are not available.

I trust that in the course of this paper I have demonstrated that modern genealogy is not a senseless fad, indulged in by elderly gentlemen who have nothing more constructive to occupy their minds, or by "sweet old things" who love to gossip about their descent from kings, knights, and generals. Genealogy is a very serious business, not only for those professional genealogists who earn their livelihood by its means, but also for those avocational genealogists who seek to show the influence families have exerted on the course of local, national, or even international history. If the historians, archivists, and genealogists can learn to understand each other's problems, they can form an unbeatable team in the reconstruction of the historic events that have made this country great.

The National Archives at a Turn in the Road

By OLIVER W. HOLMES

The National Archives

THE National Archives after fifteen years of existence as an independent agency, responsible immediately to the President, has lost that status. By the terms of Section 104 of the Federal Property and Administrative Services Act (Public Law 152, 81st Congress), approved June 30, and effective July 1, 1949, the National Archives became a constituent bureau of the newly established General Services Administration. All other bureaus the functions of which were transferred to the new Administration were abolished. The National Archives was not, nor was the office of the Archivist of the United States, but the functions of the Archivist, with minor exceptions, were transferred to the Administrator of the new Administration, and it was provided, furthermore, that "the Archivist of the United States shall hereafter be appointed by the Administrator."

This action came suddenly — all too suddenly for its implications to be thought out and fully debated. What is its meaning? Is it to be discounted as a move of superficial character that will have little practical effect on the agency and its program; or will it in a more radical and fundamental way alter the direction of the agency's history and services? Of course only the future holds the answer. But we might endeavor to understand what has happened and why; and to try, in the light of that background, to weigh some of the opportunities and dangers of the new position. The opportunities must be recognized and grasped. The dangers must be understood to be avoided or minimized.

Because it is not yet generally available, it may be well to quote Section 104 in its entirety. It appears under a heading "Records Management: Transfer of the National Archives."

SEC. 104. (a) The National Archives Establishment and its functions, records, property, personnel, obligations, and commitments are hereby transferred to the General Services Administration. There are transferred to the Administrator (1) the functions of the Archivist of the United States, except that the Archivist shall continue to be a member or chairman, as the case may

be, of the bodies referred to in subsection (b) of this section, and (2) the functions of the Director of the Division of the Federal Register of the National Archives Establishment. The Archivist of the United States shall hereafter be appointed by the Administrator.

(b) There are also transferred to the General Services Administration the following bodies, together with their respective functions and such funds as are derived from Federal sources: (1) The National Archives Council and the National Historical Publications Commission, established by the Act of June 19, 1934 (48 Stat. 1122), (2) the National Archives Trust Fund Board, established by the Act of July 9, 1941 (55 Stat. 581), (3) the Board of Trustees of the Franklin D. Roosevelt Library, established by the Joint Resolution of July 18, 1939 (53 Stat. 1062), and (4) the Administrative Committee established by section 6 of the Act of July 26, 1935 (49 Stat. 501), which shall hereafter be known as the Administrative Committee of the Federal Register. The authority of the Administrator under section 106 hereof shall not extend to the bodies or functions affected by this subsection.

(c) The Administrator is authorized (1) to make surveys of Government records and records management and disposal practices and obtain reports thereon from Federal agencies; (2) to promote, in cooperation with the executive agencies, improved records management practices and controls in such agencies, including the central storage or disposition of records not needed by such agencies for their current use; and (3) to report to the Congress and the Director of the Bureau of the Budget from time to time the results of such activities.

Back of this legislation there were three elements that came together as contributing forces: (1) the persistent belief of administrators and political scientists that there are too many independent agencies; (2) the recent demand for a central general services agency for the Federal Government; and (3) the movement for the more effective management of records in the Federal Government — not just the older records, which the National Archives was admittedly handling with reasonable effectiveness, but current and semicurrent records which, for the most part, were beyond its authority. The first two elements may be sketched briefly — the third requires more extended consideration. Significantly, however, all three elements were matters of interest and concern to the political scientist and the administrator. The historians, who played such a large role in the creation of the National Archives, were on the sidelines.

A basic note sounded in all the many reorganization proposals since World War I has been to the effect that the President's span of control must be lessened. "The primary purpose of a rational organization of the administrative agencies of the Executive

Branch of the Government is to reduce to a manageable compass the number of agencies reporting to the President," wrote the President's Committee on Administrative Management in its *Report* in 1937. In almost every reorganization some progress was made to that end. President Roosevelt, under an act approved March 3, 1933, made a number of such consolidations. But independent agencies mushroomed again under the impact of New Deal legislation and programs. Most of these were, under the authority granted by an act approved April 3, 1939, transferred to the permanent departments or merged into larger agencies such as the Federal Security Agency, Federal Works Agency, and Federal Loan Agency. The authority given the President to appoint not to exceed six administrative assistants represented an effort to deal with the same problem in another way — as did also the grouping of staff agencies into an Executive Office of the President.

World War II again brought forth its host of independent agencies, so that in these post-war years they seem as numerous as ever, and the demand to poke their heads under has continued unabated, despite the arguments of a minority that such consolidations do not necessarily effect economies, that departments and large agencies tend toward top-heaviness, with additional layers of authority and responsibility, and that the heads of such agencies lose intimate knowledge of and contact with the work that is actually being performed. There are other arguments pro and con, but this is not the place to debate the question. It is sufficient to record that through all previous reorganizations the National Archives sailed serenely on its way. There was some discussion within the agency as to whether, if the blow had to fall, the National Archives might be transferred to the Department of State or might not properly fit more logically into the new Executive Office of the President. From the outside, however, no one appeared to notice the agency. Its name never appeared in the endless documents or in newspaper discussions. This lack of attention may have troubled a few, but to the many on the staff who wished to continue unmolested about their business the apparent immunity of the agency was consoling, *provided*, of course, that the Congress would only notice it sufficiently to give it the funds its rapidly expanded holdings and work load required. Congress seemed, instead, to have settled upon the agency a sort of fixed annual allowance that no presentation of the facts of life could increase.

The National Archives appeared immune because it did not fall readily into any natural grouping of agencies. Its work was unique.

There was little chance for overlapping and involvement in jurisdictional conflict. It did not belong within the Executive Office of the President because it was not a coördinating agency or a policy making agency of the administration in power to that extent. It truly appeared to occupy a special position apart from all other agencies, but dealing with them all — Legislative, Executive, and Judicial — on an equal basis. The logic of this position was considered carefully when the law establishing the agency was written in 1934. In practice the position appeared to have justified itself, as witness the fact that in 15 years the older records of both houses of Congress, of practically all the departments and independent agencies of the Executive Branch, and of many of the courts were centralized in the National Archives Building and in its custody. This was really an amazing achievement, and one that was not paralleled in nations where the archival authority had been handicapped by subordination to some higher department or ministry. Energetic and intelligent liaison work had built up close and effective working relations with all Government agencies. As an independent agency surely the National Archives had proved itself worthy of its special charter. It could be assumed, perhaps, that it was now safely within that category of independent agencies that appear to survive all reorganizations unscathed.

This feeling of security failed to recognize, however, the possibility of being included in a grouping of "general service agencies" of the Government, a relatively new idea that gained sudden popularity and support when recommended by the Commission on Organization of the Executive Branch of the Government (the Hoover Commission) in February of this year. The National Archives, of course, had considered itself a general service agency of the Government. It had emphasized this fact again and again in its publications and in its budget justifications. It prided itself on being, in fact, both a cultural agency and a service agency — on having a twofold justification for existence. It hoped to keep the two in healthful balance as a matter of policy, and to make its mark in both fields. It is true that in the beginning the National Archives was not especially thought of as a service agency. It is still not thought of in that light by the general public. Within the Government, however, as a result of its work, it had been granted this wholly honorable status, and it was proud of such recognition.

Perhaps, then, if its services to the Government were to be emphasized to that extent, it was logical that the National Archives

should be grouped with agencies controlling space and buildings, property management, and central purchasing and warehousing. Yet, despite the fact that its staff members frequently got their hands dirty, the National Archives was not used to thinking of itself as just a housekeeping agency of the Government. It was a service agency to American scholarship too. It held in its custody the central source materials of the nation's history and information for research in almost every field of knowledge. It was, indeed, its very high responsibility, because of its function of appraising and selecting those records of the present that are worthy of permanent retention, to determine the future's heritage from the past, to protect and preserve that heritage, and to guide scholars in its use. Surely it was still an agency that should stand apart from this newly suggested grouping.

The fact is that it probably would have continued to remain apart — no one would ever have thought of including the National Archives in this grouping — had it not been for the third factor mentioned — "records management." Behind that phrase lies the real story of what happened.

Within the National Archives the term "records administration" has been more frequently used. In recent years "records management" has grown in popularity, and appears to be preferred by many outside the agency that have become interested in the field. "Records management," significantly, is the term used in the recent act. Unless one wishes to quibble, the two terms may be considered as interchangeable, and will hereafter be so used in this article without quotation marks.

The real problem of definition arises when records administration is related to archives administration. Are they synonymous? Is archives administration the more inclusive term, of which records administration, relating to current records, is but a part? Or, is archives administration just a part of records administration — that part that has to do with the selection and administration of the records deemed worthy of permanent preservation? A fourth view would insist on the two being considered separate fields, joining up to each other but not overlapping. The debate hangs, obviously, upon the meaning given to the term "archives." Upon the answer depends the meaning given to the term "archivist," and the rôle that should be assigned to the archival agency. Situations, of course, will not wait for such an academic debate to be resolved. If archivists cannot make a decision, it will be made for them, and that in a sense is what has happened.

In this article the fourth view will be adopted arbitrarily for the sake of clarity, and henceforth the terms records administration or records management will refer to the administration of records that are still in the custody of existing agencies of the Government.

How did the National Archives get so involved in records management, especially since there was nothing in its basic legislation that gave it any specific duties or authority in this field aside from the authority to inspect? It will be remembered that many of its earlier accessions consisted of the records of temporary World War I agencies. It was discovered that these mammoth, hurried agencies had made no attempt to restrain the creation of records, to prune by eliminating duplicate and routine material, to adopt consistent patterns of filing, to consolidate and systematize. Instead they had used all the effective record-creating devices of the modern age to produce copies that were filed mechanically and indiscriminately at every level by untrained file clerks without overall planning, controls, and supervision, and all had been left for a new and unprepared agency to manage. Given time, money, and no new emergencies, these records might eventually have been reduced to manageable compass and systematized. But the greater emergency agencies of the New Deal were already in existence and repeating the pattern. They were to be followed by defense agencies, the agencies of a longer and greater World War, and reconversion agencies — all offering no breathing spell nor hope of one.

Furthermore, the realization had dawned that the problem was not limited to emergency agencies. The permanent agencies, too, since the end of the automatic restrictions imposed by hand copying — with the accompanying careful controls that were required — had similarly abandoned the old restraints. The first Government-wide survey of Federal records, carried out in 1935-37, revealed a disconcerting picture in this respect. It was more painfully evident as the National Archives attempted under its 1934 mandate to select those records considered worthy of permanent retention and to report all others to Congress for disposal. It became obvious that modern classified files were not designed for efficient weeding, that the classifications themselves were often faulty, that finding aids were too often inadequate or non-existent. The archivist could never hope to secure funds and labor to do the work the agencies themselves were leaving undone. The old controls had been lost, and nothing was taking their place. The real answer appeared to lie higher than the filing units — to lie with officials that were concerned with costs in file room labor, in space and equip-

ment, and in efficiency in administration — in management itself. And management either was not paying attention to the problem or did not know how to deal with it.

There was a long debate within the National Archives as to what its rôle should be. It did not know all the answers to records management problems, but it thought it knew some of them, and it was gaining in experience. Advantage was taken by some of the staff members of opportunities that arose within the agencies to discuss the more obvious solutions. The National Archives could not do the work, but surely it could preach the virtues of good records management, give suggestions when invited to do so, and encourage the setting up of records officers or records management units when the situation was ripe. The *Report of the Archivist* for the fiscal year ending June 30, 1941, was the first to have in it a section on records administration, and it contained this significant statement of policy: "The National Archives should be prepared to assist the agencies in planning such programs."

The really dramatic expansion of the work came during World War II when a large number of National Archives staff members left their agency to go into the war agencies, both military and civilian, carrying their viewpoints and ideas with them, eager to test them in practice. They were energetic and effective salesmen, and they found or made opportunities. They drew younger men from the National Archives to serve as staff assistants or as lieutenants in the bureaus, and when the supply from the National Archives ran out they trained their own, thus widening the circles of those who caught the fever and advanced the work. The less active records were gotten out of the way through listing and scheduling for disposal, through transfer to the National Archives, through the establishment of central overflow depositories where they were analyzed, weeded, and consolidated, or through the efficient use of microfilm. Decisions were made instead of postponed. Directives and manuals were drafted to revolutionize paper work and control it, and to train and indoctrinate those responsible. Spectacular savings were reported, and notable examples of increased efficiency were quoted. These men seemed to prove, certainly, that the right approach, sufficient authority, and a determined attack did result in progress.

The effort continued beyond the war into the liquidation of some of these agencies, the record aspects of which were carefully planned and controlled for the first time. Again there were instances of notable success, as in the case of the Office of Censor-

ship and the Office of Price Administration. The gain to the National Archives as it took over these records in manageable compass and serviceable order was incalculable. In other cases where there had been no control at higher levels the results were as disastrous as ever. In some cases control was lost at a critical period by drastic curtailment in funds or by lack of backing because of switches in authority.

The National Archives was no mere bystander in all this. It not only furnished the original impetus and much of the leadership, but it encouraged the establishment of records officers and high-level programs at every opportunity in agency after agency, permanent or war-born. It wrote plans and job descriptions or saw that those working successfully in other agencies were widely disseminated. It gave advice in the choosing of personnel. It prepared manuals, and its staff members read papers, held conferences, and brought persons with common problems together. It sponsored the Inter-agency Records Administration Conference where records administrators and files supervisors were for the first time brought together periodically to exchange experiences and seek solutions. It successfully sought legislation to speed up records disposal by means of schedules. It persuaded agencies to make plans for the systematic retirement of their records before the end of the conflict so as not to be caught short when that time came. So impressed was the Bureau of the Budget with this latter activity that it urged the National Archives to move into some agencies before the National Archives felt the situation was ripe — thus touching off a notable debate within the agency as to the wisdom of forcing such programs. No one can examine the published and processed output of the National Archives at this time, nor read its annual reports, without being impressed with the attention and effort that was given to promoting this work. Much of the seed fell on fallow ground, of course, but enough of it had rooted and spread so that by the end of the war a movement of considerable proportions and great potentiality was under way — a movement that was continuing to expand under its own momentum but that still, almost desperately, needed guidance. Who should give this guidance? This was an important time to furnish it when agencies were settling back into peacetime routines and setting the patterns that might govern record keeping for a generation. Besides, the war had brought into existence certain major activities that now needed direction, if not some measure of control, from a central agency if they were to be operated in the interests of economy and efficiency. Examples were

microfilming and the establishment and operation of overflow records centers. Should the National Archives relinquish this field and return to the traditional labors of an archival agency — which labors, with increased accessions and increased service demands, admittedly needed all the resources that came its way? Could the National Archives in the interests of its own future let go? If microfilming by the agencies, for example, continued uncontrolled and if processing work performed in the many intermediate records centers was not coördinated with policies of the National Archives, would not the records inherited by that agency in the future likely be in a chaotic state? On the other hand, the National Archives, if it were to assume the responsibility, ought also to have the legislative authority and backing of Congress, and its intended rôle should be made clear throughout the Government. The National Archives carried on no campaign one way or another. The decision was not that easy to make.

The time arrived when, according to newspaper reports, the Commission on the Organization of the Executive Branch of the Government was appointing its "task forces." "Perhaps we ought to recommend a task force on records administration," suggested the Archivist. A letter was written to the Commission stressing the importance of the subject, outlining some of the problems that needed attention, and requesting especially a determination as to how and where responsibility for such a program should be distributed. What should be the responsibility of the Administrative Management Division of the Budget Bureau? What should be the contribution of the National Archives? What should be expected of the agencies themselves? At the time it was felt that such a study, if made, would have the virtue of drawing attention to the problem and, perhaps, pointing up the alternatives. It was not supposed that it would have much other practical effect. In other words, it could hardly do any harm; it might do some good.

The Hoover Commission approved the proposal and employed Emmett J. Leahy, Executive Director of the National Records Management Council, to head a task force on records management. Mr. Leahy as a former member of the National Archives staff was entirely familiar with the part that agency had played in the development of the movement; as the director of a large and notably successful records management program in the Navy Department during the war, he possessed experience in operating such a program in a major field of Government activity. He associated with him on his task force as consultants: Herbert E. Angel, Di-

rector of Office Methods, Navy Department; Robert H. Bahmer, Assistant Archivist of the United States; Frank M. Root, Archivist of the Westinghouse Electric Corporation; and Edward Wilber, formerly Assistant Chief of the Bureau of the Budget's Management Improvement Branch but subsequently with the Department of State. The result of the study and deliberations of this task force was a report to the Commission, printed in January 1949 under the title *Records Management in the United States Government*. The report was written solely by Mr. Leahy and has come to be referred to generally as the "Leahy Report."

A general review of this *Report* is not possible here.¹ Two of its three major recommendations were in keeping with a program that the National Archives had long advocated. The other — "That a Federal Records Administration be established and that the existing National Archives Establishment become an integral part thereof" — came as a surprise, and immediately met with spirited opposition within the agency. The creation of a larger agency that would swallow up the present one, with a new Federal Records Administrator at the head, to whom the Archivist would be subordinate, seemed like promoting excessive bureaucracy and appeared unnecessary even to advocates of a strong records administration program.

The effect of the Leahy Report did not end here. Its strong emphasis on the National Archives, or rather the proposed Federal Records Administration, as a service agency led the Hoover Commission logically to associate it with the other general service agencies of the Government. It was hardly a surprise, therefore, to find in the Commission's expected report on an *Office of General Services*, issued in February 1949, the recommended "creation of a Records Management Bureau in the Office of General Services, to include the National Archives." Because of its successful records administration program the National Archives was at last noticed, and its reward was to be submerged two levels at once and to be grouped with other agencies whose interests seemed almost completely foreign.

By letter of March 1, the President requested the comments of the Archivist on the recommendations of the Hoover Commission. They were given through the Director of the Bureau of the Budget on March 21 in a carefully reasoned document that would be of the utmost interest to the profession. The Archivist opposed both

¹ The reader will find a review by Martin P. Claussen in *American Archivist* 12: 286-290 (June, 1949).

the creation of a Bureau of Records Management and the inclusion of the National Archives in an Office of General Services. In the slower pace at which legislation generally moves it is inconceivable that the logic of the arguments marshalled in this document should have been without effect. The National Archives was caught, however, in a stream of events that was moving too rapidly. A host of bills was being introduced to carry various recommendations of the Hoover Commission into effect, and there was strong pressure for some action from this Congress. Meanwhile the President's own request for reorganization powers was still being held up by controversy in Congress and, it appeared, might not be passed in time to be effective at this session. The Administration decided, under the circumstances, to move ahead with the General Services idea, one of the main Hoover Commission recommendations that seemed to be generally accepted as desirable.

The House Committee on Expenditures in the Executive Departments had long been perfecting a bill for an improved property management program in the Federal Government (H.R. 2781), upon which it had held extended hearings. There were now grafted on this bill entire sections and new phraseology that would bring it more nearly into line with the recommendations of the Hoover Commission on the subject of general services and supply activities, including at the last minute, on the recommendation of Hoover Commission representatives, the insertion of Section 104 on records management. The new bill (H.R. 4754), which passed the House on June 8, did not include the provision for a Bureau of Records Management, thus eliminating at least one layer of authority over the National Archives. In transferring the functions of the Archivist to the Administrator the bill also specifically excepted his function under the Act of July 7, 1943, of submitting directly to Congress his recommendations on the disposal of records not deemed to have sufficient value to warrant further preservation by the Federal Government, thus preserving his right to act as the agent of Congress in the vital matter of appraisal. Hoover Commission representatives, however, succeeded in having this important reservation eliminated from S. 2020, the bill acted upon by the Senate, as not being in accord with the Commission's insistence that all authority and responsibility be lodged in the head of an agency. The Senate version survived in the Conference report and in the final Act.

There were no hearings on these revised bills. Time pressed. There was certain existing legislation due to expire June 30 that

this legislation would replace. The Committee reports urged passage as a major administrative reform. The sponsors made their speeches presenting the bills on the floor. A few questions were asked relating to property and supply phases, but there was no general debate. The National Archives staff awoke on July 1 to find themselves members of a new agency, the General Services Administration. The Acting Administrator, Mr. Jess Larson, whose expected appointment as Administrator was soon confirmed by the Senate, had ready his Temporary Regulation No. 1, which provided that, "temporarily and until further order. . . . All agencies, bodies, and boards transferred by the Act to the General Services Administration shall continue, within such Administration, to administer their respective functions in the organizational structures and under the nomenclature existing and applicable immediately prior to such transfers. . . ." Committees have been appointed, on which the National Archives is represented, to study and advise on the problem of permanent organization.

Looked at objectively, is this subordination of the archivist to the administrator — if we may lower case the titles at this point — any different from the subordination of the professional in many other fields of Government service? Of the military man, for example? In his case we insist that there must be civilian control at some point. Or of the scientist in a multitude of agencies? The Director of the Geological Survey should be a professional geologist, just as we hope the Archivist will always be an archivist, but we do not expect that the Secretary of the Interior must also be a geologist. The nonprofessional superior takes over at some level. It is only a question as to where that level should be. At some point the professional is responsible to his boss — the representative of the American people. Whether that boss be the directly chosen President or one of his higher level appointees should not make a great deal of practical difference, provided he be a man of understanding. The danger has always existed that some President might make unsuitable appointments or, through lack of sympathy or understanding, otherwise cripple the agency and its work. In this respect the National Archives to date merely has been unusually fortunate.

What is important is that the professional head and the administrator should meet in friendly give and take in the formulation of policy and program, and then that the functions involved in carrying out a professional program should be delegated back to the

professional head. There can be no half and half business about this. Records management must be included in this unified program. It has made progress only as it was led by a professional group and dominated by the professional spirit. Records management in the agencies and in the intermediate records centers must be coordinated and harmonized with the work in the National Archives — must be a professionally controlled activity throughout the life history of the records. That is the meaning of the revolution through which we have passed. Let there be no mistaken impression that it was the opposite — that the entire program was to be de-professionalized. Failure and a quick relapse to the old situation would follow.

There is unquestionably a danger, inherent in the present alignment, that services to the Government will be given precedence to the extent that obligations of the National Archives to culture and scholarship will be relegated to a lesser rôle — in budget matters, in choice of personnel, and in emphasis in planning and programming. There is no end, of course, to the amount of funds that can be put into records administration work. The latter, fundamentally, is an effort to combat or counteract human disorderliness, and it can be successful only to a degree. Records administration can be a will-o'-the-wisp that will lead us farther and farther into a morass, sapping our strength and our resources, until in its pursuit we have forgotten other objectives of existence. In other words, just as the tasks of scholarship are never done, so also, we must recognize at the outset, that the tasks of records administration will never be done. There is no measurable task or work load for either that can be budgeted for mathematically. It all depends upon judgment. Whose judgment? The Archivist is obviously, because of his closer contacts with both programs, the more likely to see them in perspective. Perhaps under the circumstances the professional and scholarly organizations need to consider the setting up of some representative committee to keep a closer watch over the situation. Or shall we rather say to furnish advice and support?

The reservation that was written into both House and Senate bills, only to be eliminated at the insistence of representatives of the Hoover Commission, deserves a little further consideration. The power to say what may be destroyed is the power to say what shall be kept — to determine the content of the records to be available for the future for the people's audit, through their scholars, of the activities of their Government. To make these recommendations to the Congress calls for broad educational background, for

training in research and research needs in many fields, and for experience built up only from close attention to details over a long period. It requires an objectivity, and a fund of information and precedent, that cannot be expected of an administrator of a large agency, whether he be the head of a General Services Administration or any other. There are special dangers, however, when the responsibility is assumed by the head of an agency likely to be involved in so many complicated relationships with other agencies as will be the General Services Administration. The Administrator, it would seem, would be well advised if he clearly delegated this function back to the Archivist and protected him in its independent exercise. To even appear to limit the Archivist's freedom in making these recommendations might jeopardize the great gains that have been made and turn the clock back to the days before the National Archives was established as a check upon ill-advised disposal.

What now are some of the possible advantages of the new position of the National Archives? It is not likely that all of them can be perceived at first glance, so new is the field of vision, and so unexplored are the resources embodied in the new legislation. These resources are not only those added by Section 104(c), but those involved in the controls given the General Services Administration over space and equipment. To be under the same roof with the agencies concerned with these vital elements involved in records management should lead to closer coördination in working out objectives and solutions than was ever possible before — toward getting more suitable, and at the same time more economical space for records storage, especially in connection with intermediate records centers, and toward getting more suitable, and at the same time more economical equipment and supplies for the housing and maintenance of records.

There is also the immediate space problem of the National Archives itself. The degree to which this can be solved and the way in which it is solved in the next few years will determine the agency's future history to a considerable extent and affect its ability to continue to serve the Government as it has in the past. The present building is almost filled. Room can still be found for smaller accessions, but larger ones cannot be handled. The War Assets Administration and the Office of Housing Expediter, for example, are soon to be liquidated and, despite expected heavy reductions in bulk through disposal, will have large bodies of records that must be kept for long periods or permanently. The National Archives cannot offer hope of space for such large accessions in the

present building. These are but two among a number of such agencies. The National Military Establishment has long been aware of the fact that the National Archives cannot hope to house the military records of World War II. The backlog of non-current records of permanent value has been growing until another building the size of the National Archives in Washington might now easily be filled. The lack of this building is one of the major factors behind the rapid growth of intermediate records centers established by the agencies themselves in all parts of the country.

Several different proposals for meeting this problem have come to grief in the past, in part because of the inability of the several agencies involved to get together on their plans at the right time. Now with the General Services Administration having full responsibility and the chief agencies involved, the National Archives and the Public Building Administration, under the same roof, a coordinated plan of attack on the problem should have greater chance of success. Any opportunity for the intelligent, centralized, and economical administration and preservation of the more important records of this generation is at stake. Through the controls now given the General Services Administration over intermediate records centers, the whole complex situation can be worked on as one problem. Insofar as reduction in bulk of records through the intelligent use of microfilm is a factor in the situation, centralized control of this factor is also possible for the first time.

The new association also offers much hope for progress through the preparation of general disposal schedules to cover records in all agencies that relate to the procurement of supplies and equipment, property accounting, space control, and building management. These represent the chief housekeeping records that now appear over and over again on the lists and schedules submitted by individual agencies. If by close coöperation with agencies now under General Services that are centrally responsible for these activities, such general schedules can be developed and put into effect, much time spent by the National Archives on these matters in the past will be saved, with resulting economies to all agencies of the Government.

Finally, it is the hope of many that the budget situation of the National Archives may be benefitted. It is expected that the Congress, having committed itself to an improved records management program in the hope of achieving major overall economies, will be willing to give the agency made responsible for spearheading the program larger appropriations in order to achieve such results. The

substantial gains made in records management by the National Archives in the past have been in the nature of extra dividends from the agency's regular appropriation and, although a demonstration of what even a little can do when intelligently invested in this field, the gains have been at the expense of the normal, traditional activities of the National Archives. These latter should be benefitted if no longer taxed to carry the records management burden. It can hardly be expected that Congress, as a whole, will ever possess an appreciation of the traditional activities of the agency. It accepts them to a degree on faith but without enthusiasm or even much interest. The records management program, however, judging from its prompt endorsement of the recommendations of the Hoover Commission, appeals to Congress as an obvious ingredient of efficient and economical administration that deserves support.

The present legislation is not intended to be the final word. Both the Senate and House Committee reports emphasized that the limited authority for records management given in Section 104 was only a first step permitting the Administrator to make a beginning on the program. In the words of the Senate Committee report, "Additional legislation will be necessary to establish an effective system of records management. Such a system, however, should be built around the National Archives Establishment, and should be administered in the General Services Agency, so that this transfer [of the National Archives to the General Services Administration] is a logical first step toward its creation." There had been no time to consider such legislation in the thorough manner in which that on property management had been developed. The National Archives has already been called upon to draft such legislation, with the intention that it shall be considered at the next session of the Congress. It has been intimated that such legislation will not be limited necessarily to the subject of records management, but may involve a reconsideration of the basic legislation of 1934 establishing the National Archives. It is to be hoped that this time there will be an opportunity for all interested parties to be heard.

A Plan of Organization for a University Archives

By HENRY J. BROWNE

*The Catholic University
of America*

THE growth of interest in archival activity on the part of American universities was demonstrated most effectively by the survey presented by Mr. John Jennings of the Virginia Historical Society at the October, 1948 meeting of the Society of American Archivists in Raleigh. The varied approaches to the records problem which have already been tried in dozens of institutions of higher learning are an indication of what is rather obvious, that there is no master plan for a university archives. Yet the charter or regulations of one such organization may be of interest and of value to others in the same specialized field.

At the Catholic University of America agitation for the setting up of an archives was primarily the result of the joint efforts of library officials and of members of the history staff. The former were concerned not only with the growing and badly controlled bulk of material pertaining to the University's past which was stored in two library vaults, but also with several historical manuscript collections of great extent which needed better care. The historians, especially those dealing with American Catholic history, played their part by putting to use the early records of the University in their monographs. In doing this, the need of unifying scattered records and of making them more easily accessible was readily brought to light. Administrative officials were found in prompt agreement with the academicians for they, too, had begun after sixty years to feel the pressure of bulging record files.

The problem was faced, not only in the light of the University's own needs, but also with the assistance of the experience of others and the ever-ready counsel of Dr. Ernst Posner. The autonomous administrative position of the archivist was decided upon by a special Committee on Archives and Manuscripts. In this regard there was no precedent to be followed. Further details were worked out for dealing with the general types of material at hand, namely, the University records and the historical manuscripts. The effectiveness

of the resulting regulations may be only as great as their ability to stand up under the test of time, but meanwhile they remain a plan of organization for one university archives and as such, *mutatis mutandis*, may be of service to other institutions.

The following was issued as an executive directive from the Rector of the University to the executive officers, deans of schools, and heads of departments:

REGULATIONS FOR THE DEPARTMENT OF ARCHIVES AND MANUSCRIPTS

The Committee on Archives and Manuscripts was authorized by a communication of the Rector of September 14, 1948. Its membership is as follows: Rt. Rev. Edward B. Jordan, Vice Rector, Chairman; Catherine R. Rich, Registrar; Eugene P. Willging, Director of the Library; Rev. John Tracy Ellis, Professor of American Church History; Rev. Henry J. Browne, Archivist and Secretary, *ex officio*. It has laid down the following regulations.

Administration:

1. The Department of Archives and Manuscripts will have for its purpose the concentration, custodianship and servicing of the official records of the University, as well as of special collections of historical manuscripts.
2. The Department will be a separate unit of the University under the immediate jurisdiction of the Rector and it will have a separate budget which will be submitted annually to the administration.
3. The Department, however, will also be responsible for the historical manuscripts of the general library, and will work with the staff of the general library in the utilization of equipment for photostating and microfilming.
4. The Archivist as official records officer of the University will be designed as having power under the Rector directly to acquire and administer non-current records.
5. The Archivist shall be a priest who has training in American Church History and archival administration, and ordinarily shall be associated with the Department of History.
6. The work of the Department is detailed under the following headings:

Collection (Archives):

1. Official records of any University office, school or department are the property of the institution, and therefore are not to be destroyed or removed without authorization.
2. Such records include the following types produced in any office, school or department.
 - a) files of letters sent or received
 - b) record copies of mimeographed material; ledgers; cash books; etc.
 - c) record copies of any matter printed for official use

- d) record copies of printed publications, e.g. doctoral dissertations, reprints of faculty articles, etc.
3. The existing material of enduring value in the various vaults and other up to now official depositories shall be unified in the archives.
4. The archivist, in consultation with the Committee on Archives and Manuscripts and with the heads of the record creating agencies of the University, will develop
 - a) a University records management program, aimed at facilitating the disposal of useless records and the transfer of permanently valuable records to the Department of Archives and Manuscripts.
 - b) a University-wide program for the disposal of records that do not have enduring value, and
 - c) a program for the accessioning of records of enduring value by the Department of Archives and Manuscripts, and, in his capacity as records officer of the University will submit these programs to the Rector of the University for his approval.
5. The archivist will be ready to receive and will seek such semi-official records of the University's life, as unpublished speeches or papers given at University functions, programs of University affairs not supplied by some official, campus publications of a popular nature, records of clubs and classes, pertinent pictures and cuts or scrapbooks, the private papers of members of the faculty or administration (except they constitute collections of historical manuscripts not pertaining to themselves).

Collection (Historical Manuscripts):

1. These collections should contain non-printed documents pertaining to the history of the Catholic Church, especially in the United States. They may be of any of the following types:
 - a) the letters, diaries, notebooks, etc., of Catholic clerics or laymen, whose papers pertain to the official records of no existing institution or to one unable to care for them,
 - b) the records of any Catholic organization presently defunct or wishing to dispose of the obsolete material,
 - c) microfilm, photostats, or copies of material in other archives relating to the history of the Church in the United States, and particularly of the Catholic University of America.
2. Gifts of such material will be sought by the archivist through personal contacts, and through the interest and help of the staff of the University as well as of its alumni and friends. No collection or part of a collection will be purchased or acquired by gift without a previous decision of the Committee on Archives and Manuscripts on its importance and value. If possible, gift collections should be received with the understanding that the University will have full control over them. In certain cases the Committee may decide to take manuscript collections in the nature of a temporary deposit.

Preservation:

1. Both archival and manuscript material will be housed in Room 33 of the Mullen Library which has been made safe against theft, fire, insects and dampness. All such documents will there be treated in the same manner, except that the Archives proper will be separated by a wire screen partition across the far end of the room.

2. After assembling both types of material the archivist will make provisions when necessary for the repair of documents, and then undertake the shelving of them and the preparation of finding aids. Part of the room will necessarily have to be set aside for this processing work.

3. In time a guide to the collections of historical manuscripts should be prepared.

Utilization:

1. Different regulations should be followed for the use of archives and manuscripts due to the diverse natures of the material. All searchers, however, should be made to register their name and address, the date, and the object of their search. Part of the depository room will be set aside as working space for them, and no material will be worked on outside of the archives. In time a small group of books might be brought together in the archives for the ready reference of searchers. The archivist will be in attendance and assist all those using the department's facilities. Mail inquiries including requests for photographic duplications, will be answered according to the judgment of the archivist.

2. Archives:

- a) The agency producing the records will have access to their own records at any time. Lesser inquiries will be answered by the archivist over the telephone. (Ext. 272)
- b) Other members of the University will need the permission of the archivist and the head of the office whose records are to be consulted.
- c) Investigators, whether they are from within the university or not, who wish to do historical research will need permission of the Committee on Archives and Manuscripts, and of the heads of the offices whose records they wish to consult.

3. Historical Manuscripts:

- a) These collections may be used with permission of the director of the library and the archivist.
- b) The staff and students of the University are to be encouraged to use them for research and publication purposes.
- c) Primary utilization of historical manuscripts may be limited to the University body since the University has expended its efforts and money in the acquisition of them. In conformity with general university practice, however, a liberal policy will be followed regarding the admission of *bona fide* research students from other institutions.

Letter to the Editor

The interesting article by Mr. Fred Shelley, in the April issue of the *American Archivist*, regarding the activities of Dr. J. Franklin Jameson in promoting the movement for adequate care in the housing of records of the American government, has been read with great attention. The author has diligently sought out the facts from the papers of Dr. Jameson and his study sets forth in a fitting manner the details of the long struggle which ensued prior to the successful attainment of the desired solution. Although years were spent by Dr. Jameson on this project, he lived long enough to witness the final achievement.

Someone certainly owes an apology to the memory of Dr. Jameson, however. For this reason I wish to protest against a reference regarding him found in the above mentioned article. With respect to Dr. Jameson's usage of the word "archive," Mr. Shelley states: "Jameson always used the term in the singular, a delightful idiosyncrasy he shared with Hilary Jenkinson. In deference to widely established and otherwise unchallenged usage (except in direct quotes) the term 'archives' is used here."

The statement is replete with error. First, during a friendship and association of thirty-five years with Dr. Jameson, I never found him indulging in idiosyncrasies, either delightful or otherwise, in his use of the English language. His most successful career as editor of the *American Historical Review* and the historical publications of the Carnegie Institution of Washington is ample evidence of the care and exactness which he exercised with reference to his mother tongue. Second, Mr. Shelley confuses completely the usage of the word "archive" by Dr. Jameson and Mr. Jenkinson. Dr. Jameson used it correctly to mean "a place where records are kept," while Mr. Jenkinson in his *Manual of Archive Administration*, defined it as "a document" and used it as an adjective in the place of "archival." For a place where records are kept, Mr. Jenkinson employed numerous circumlocutions.

Third, in maintaining that the use of "archives" (to mean one place where records are kept) is widely established, Mr. Shelley neglects to mention the galaxy of scholars who contributed to the Carnegie *Guides*, as well as many others, who, for more than four decades down to the present date, have employed the singular "archive" in this connotation. This group, trained in the leading American universities and writing in the most *reputable* publications of the country, includes: Herbert E. Bolton, A. B. Faust, F. A. Golder, Roscoe R. Hill, J. F. Jameson, Waldo G. Leland, Luis M. Perez, James A. Robertson, W. R. Shepherd, Gilbert B. Becker, Samuel F. Bemis, Woodrow Borah, Lester K. Born, Manoel Cardozo, R. S. Chamberlain, C. E. Chapman, Arthur H. Cole, Duvon C. Corbitt, I. J. Cox, C. H. Cunningham, Worthington C. Ford, C. C. Griffin, Grace C. Griffin, E. J. Hamilton, George P. Hammond, Lewis Hanke, E. C. Helmreich, Irving A. Leonard, R. H. Lutz, William D. McCain, S. E. Morison, Donald H. Mugridge,

A. P. Nasatir, V. H. Palsits, Harold F. Peterson, H. I. Priestley, W. S. Robertson, Lenoid S. Rubinchek, L. B. Simpson, St. George L. Sioussat, Engel Sluiter, Robert S. Smith, A. B. Thomas, Karl L. Trever, Almon R. Wright, and A. F. Zimmerman. Finally, that the usage is unchallenged, I naturally deny this to be a fact, for the challenge has been made on more than one occasion,¹ and it is here repeated.

It would appear that in paying tribute to Dr. Jameson for his long service in the campaign for a national archive, in which the government records should be conserved, that Mr. Shelley might have been gracious enough to his memory to have followed his terminology, rather than to have made an ill-conceived observation which is so full of inexactness. The procedure is all the more remarkable in view of the fact that Mr. Shelley is an employee of an institution which regularly uses the term "archive" in the singular in its proper etymological sense. Finally, Dr. Jameson was not guilty of the expression "an archives," a plural noun with the indefinite article! But this is the usage of Mr. Shelley!

ROSCOE R. HILL

Washington D. C.

July 11 1949

¹ Cf., the article on "Archival Terminology" by the writer in the *American Archivist*, 6:206-211 (Oct. 1943).

A Note on the Authentication of Documents

By HERMAN KAHN

Franklin D. Roosevelt Library

ALMOST all archivists and other custodians of records are called on from time to time to furnish authenticated copies of documents in their custody, and if a depository happens to contain large quantities of records bearing on contractual relationships or legal rights, preparing and issuing authenticated copies may well occupy a substantial proportion of the custodian's time.

When they think about the matter at all most persons who must sign the authenticating statements attached to copies of documents conceive of it as a dreary chore made worse by the fact that it occasionally becomes a source of trouble. The trouble usually arises from allegations by particularly conscientious attorneys or judges that discrepancies exist between the authenticating statement and the copy of the document to which it is attached, or from differences of opinion as to what information the authenticating statement should contain. Or it may be that the authenticating officer himself is in doubt as to how to resolve ambiguities in a document which must be identified without ambiguity in the authentication statement. It is the usual practice in dealing with these difficulties to shrug them off as an inevitable part of the day's work, the assumption being that anyone who takes the time really to read the wording of the certificate form is obviously a natural born crank and troublemaker, and that doubts, questions, or objections concerning the authentication statement are not to be taken seriously. The plain fact of the matter is, however, that in most cases of this kind the fault is really that of the records custodians, almost all of whom persist in using a method of authenticating documents that invites difficulties and that is, from any point of view, unwise and unsatisfactory.

The authentication certificate attached to any certified copy of a document must consist essentially of two parts, as follows: (1) a statement attesting to the fact that the attached copy is a true copy; and (2) some information which will serve as a means of locating or identifying the original document.

Difficulties may arise as a result of the form or wording used in either portion of the certificate, and those arising in connection with the first portion will here be dealt with first. If a problem arises in connection with this portion of the certificate, it almost always takes the form of a request that the archivist certify to something concerning the authenticated document *in addition* to the fact that it is a true copy. During the past seven or eight years, the present writer has at various times been asked, in making authenticated copies of documents, to include in the authenticating statement the following additional certifications concerning the document:

- (1) That this is the only document bearing on the subject that can be found.
- (2) That the series or file of which the document forms a part came into the custody of the archivist on a particular date.
- (3) That nothing has been added to or removed from the series or file of which the document forms a part since it came into the custody of the archivist.
- (4) That the document (or the signature on it) is genuine — not forged.
- (5) That this particular copy of the document is the official record copy, as distinguished from a variant copy which was only an office memorandum copy.
- (6) That this is the only copy of this document in existence.
- (7) That an unsigned carbon copy is nevertheless the official record copy.

The archivist should in all such cases firmly refuse to incorporate statements of this kind in the certificate. To acquiesce in requests of this kind is to involve oneself in the preparation of brief interpretative essays on documents to be included as part of the authentication statement. I have heard it said that for the archivist to refuse to include such statements in the authenticating form is cravenly to abdicate or shirk part of the responsibility of his job, which is to make available to whoever needs it his specialized or professional knowledge concerning the records in his charge. The point here is that though it is indeed true that the archivist has a responsibility to advise and consult with the users of his records, an authentication certificate is not the proper place to elucidate, interpret, or make glosses on the documents in his charge. Information of this kind can best be made available in memorandum or letter form, where expert opinions may be fully developed, free

from the hampering restrictions of the attestation form. The archivist may suggest that the desired information or opinions may best be presented in that way. When convenient or desirable, of course, the archivist may also be subpoenaed to render expert testimony in court on documents submitted in evidence.

The difficulties that arise in the second portion of the certificate, in which the document is identified, almost always result from the attempt of the authenticating officer to define or describe the document in terms of its form or contents, and to give the name and title of the signer, the date of the document, and other similar information. I have seen authentication certificates in which the information contained in the original document was completely reproduced in the certificate of authentication attached to it. Here too the essential error arises from the attempt on the part of the authenticating officer to do too much. The custom of attempting to describe the authenticated document in terms of its character and contents is a frequent source of completely unnecessary trouble.

Again the problem is resolved if one remembers that the sole function of the authenticating officer is to furnish a sworn statement that the attached copy is a true copy of a document in his custody. Instead of *describing* the original document on the certificate form, the archivist should confine himself to identifying it in such terms that he can easily lay his hands on the original document in case he should ever be called upon to produce it.

The difference between the two methods may best be illustrated by examples. The customary statement used in authenticating documents takes, typically, the following form:

I certify that the attached copy (or copies) of the document listed (or described) below is a true copy of a document in the custody of the Texarkana State Archives:

"Special Report on the Second State Bank of Wausatshee" by Special Agent Ebenezer Wozencraft, submitted to Jochim Van der Hoeft, Director of the Bureau of Internal Economy, on February 20, 1919.

The possibilities of error or ambiguity in such an identification are nerve-wracking and endless. Mr. Wozencraft merely initialed his report, he did not sign it. Though the archivist is certain of his full name, should the authentication statement read that the report was submitted by "E. W."? Furthermore, unbeknownst to Mr. Wozencraft, Mr. Van der Hoeft had resigned on Feb. 18, 1919, and so was no longer the director on February 20. Should the name

of the person serving as acting director on February 20 be substituted for the man whom Wozencraft thought was the director? Besides, Mr. Van der Hoeft's first name is correctly spelled Joachim, not Jochim, but if the correct spelling is used in the attestation form, there will be a discrepancy between it and the spelling used in the document itself, a discrepancy which the judge may notice and ask questions about. Worse yet — though the document bears the typewritten heading "Special Report," it has been prepared on a form bearing the boldly printed title of "Special Audit," while in the body of the document its author refers to it as the "report of an audit." Is the authenticating officer to call it a "Special Report," a "Special Audit," or a "Report of an Audit?" And there are still more problems! Although Wozencraft's stenographer dated the document Feb. 20, 1919, the opening sentence of the report states that it is a report of an audit made on Feb. 21, 1919. What date should the authenticating officer use in his certificate? And so on, *ad infinitum*; the older the document, the more it tends to present questions of this kind.

Yet all these problems disappear, if in the certificate form the authenticating officer merely states how the document *may be found in his depository*, instead of trying to describe or identify it. Using the method here proposed, the certificate form reads somewhat as follows:

I certify that the annexed copy (or copies) is a true copy of a document in the custody of the Texarkana State Archives, where it may be found by reference to the following citation:

Records of the Bureau of Internal Economy
Reports received from auditors and special agents, 1919-387

Or, if no file symbol exists, one of the following simple locational guides may be used:

Records of the Bureau of Internal Economy, Box 1733
Records of the Bureau of Internal Economy, Volume 301

Many variants of the above method may be used, and all are quite satisfactory as long as they show from what general group of materials the document comes, and give sufficient information to enable the archivist to find easily the document he is authenticating.

If this method is used, all the perplexities and potential causes of error and misunderstanding indicated above no longer can arise. Gone is the problem of whether to call a document a letter, a memorandum, or a report; gone is the question of what date to use in describing a document which bears on its face two different dates;

gone is the nightmare of deciphering illegible signatures; and gone are the problems created by the document in which the name of the person chiefly concerned is spelled in two different ways. Let the attorneys and the judge wrestle with these and similar questions, and arrive at any decision they wish, based on the internal evidence of the document itself. As in questions arising in the first portion of the certificate, they may, of course, call upon the archivist for expert assistance in the form of an advisory letter, memorandum, or testimony, if they wish his advice on such matters, but he is not forced to give one-word answers to questions on which one-word replies are impossible.

The form of authentication here advocated also has the very important practical advantage of permitting the authentication of an indefinite number of documents under one certificate. It frequently happens that authenticated copies are desired of *all* the material in a file containing scores or even hundreds of documents. The form of authentication usually followed permits of the authentication under one certificate of only as many documents as can be individually listed on the face of the certificate, which rarely is more than four or five. But if the certificate form refers only to the file symbol, folder heading, box number, or volume number, it is possible to authenticate an indefinitely large number of documents under one certification form, at a great saving of time and expense to all parties concerned.

The President's Page

By CHRISTOPHER CRITTENDEN

*North Carolina Department
of Archives and History*

AN experiment that would seem to have interesting possibilities would be the adoption by the states of the plan of holding interagency conferences on records administration. Such procedure in the Federal Government has turned out to be remarkably successful. Shortly before World War II, largely through the influence of the National Archives, the Interagency Records Administration Conference was established as a kind of clearinghouse for threshing out records problems of the various Federal agencies. Meetings are held monthly and consist usually of panel discussions. At a recent session of the conference Dr. Solon J. Buck commented: "I am astounded. I would not have believed that 10 years ago when this interest started it would be possible to gather together a group of this size to discuss records administration." Attendance now averages more than 100.

The conference has many advantages. It keeps up an active interest in problems of records administration and serves as a focal point for the advancement of thinking in the field and the development of improved techniques and procedures. It promotes a close and cordial relationship between the National Archives and other agencies of the government, keeping the staff of the National Archives informed as to the records problems of those agencies and informing agency records administrators of the services that can be rendered by the National Archives.

A similar program, I believe, would be of advantage in the various states. While no state government operates on nearly so vast a scale as does the United States Government, nevertheless state government in all the forty-eight states is definitely big business, involving the expenditure of tens of millions or even hundreds of millions of dollars annually and the employment of thousands and in some cases of tens of thousands of persons. Even in my own state of North Carolina, which is not one of the most populous or most wealthy, the annual budget now runs to a quarter of a billion

dollars and the number of state employees is more than 40,000. A number of the larger departments of the state are creating records in such volume that they are faced with a major problem of providing space for records. It seems obvious that periodic conferences of those employees of the various state agencies who are engaged in dealing with records would yield valuable results in a discussion of mutual problems of the creation of records, filing procedures, filing equipment, how to deal with semi-current records, disposal, and similar problems of records administration. Actually, in North Carolina several years ago a preliminary conference in this field was held, but no further steps were taken. I believe that in all the states nothing could do more to make the different state agencies conscious of records problems and aware of the functions and duties of the state archival agency than the establishment of an organization to discuss records problems.

Recently, in reviewing the history of one of the state historical societies in the Mississippi Valley, the present writer commented on what seemed to be a weakness in the program of some of these societies — the failure to develop an adequate archival program. This brought forth a reply from the executive head of one of the societies that in his own state it had been decided that the function of the society was educational, with membership open to anyone interested in the state's history and that "a group of people of this kind are hardly qualified to administer archives." Thus, he argued, "archives and high standard historical libraries must be separate units from historical societies as usually understood."

I find myself not entirely in agreement with this statement. If in any state a strong archival agency, independent of the historical society, is already in existence, there would appear to be no need for the historical society to enter the field. But where there is no competent archival agency, it seems to me that the historical society should work to have one established, for I do not see how a well rounded historical program can be developed in any state without adequate provision for the handling of archives. It appears that a great deal needs to be done, especially in the Middle West, to make historical societies conscious of such a need.

Now I would not argue for a minute that the program has to be administered in any particular cut-and-dried fashion. In one state it will be handled by the state library, in another by a department of archives and history, and in yet another by the historical society — and I see no reason why within its professional staff such a so-

ciety cannot set up and administer an efficient archives program. My point is that in every state the archives ought to be properly administered and cared for and that it is the duty of the state historical society to see that this is done, whether the program is directly administered by the society or not.

In the Middle West the way is being shown by two states. In Illinois, thanks to the pioneer work of Miss Margaret C. Norton, State Archivist, there has long been in existence a splendid archival agency, under the administration of the Secretary of State and State Librarian. And now the State Historical Society of Wisconsin, under the leadership of Dr. Clifford L. Lord, the Director, has come forward with a far-reaching program in the archival field. Other states will do well to take notice.

According to the constitution of the Society, "Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy." That is, our membership consists mainly of professionals, but it is also possible to admit others. From time to time it has been argued that we ought to limit membership exclusively to professionals, but my own feeling is that if the present provision is ever changed, probably it ought to be in the direction of liberalization rather than otherwise. A larger number of non-professionals in the Society would bring in new blood and new ideas, and the professional membership need not fear that it will ever be swamped by such a group. Indeed, experience has shown that it is difficult to persuade these people to join the Society at all.

The Processing Procedures of the Manuscript Department of Duke University Library

By MATTIE RUSSELL AND EDWARD GRAHAM ROBERTS

Duke University Library

THE Manuscript Department of Duke University Library has two chief aims: (1) To preserve manuscripts and (2) to process them in such a way that they will be of maximum use to research students and scholars. This paper deals primarily with the second aim; therefore it is a presentation of the methods by which manuscripts are processed.¹ These methods will be considered under four general headings: acquisition, accessioning, preparation for analysis, and analysis and cataloging.

In order to prevent possible confusion, a few terms will be defined as they are used in this department. An item may be a bound volume of several hundred pages or a one-page letter. Collection means either a group of manuscripts logically centering around a personal, corporate, or institutional unit or the collective holdings of a depository. The term papers is synonymous with collection when the latter refers to a single group of manuscripts.

The first step in processing materials is the writing of the acquisition record. It is placed on 3 x 5 cards and includes the temporary name of the collection, its approximate dates, the geographic area or areas represented by it, an estimate of its numerical size, terms and date of acquisition, and the name and address of the person from whom it was acquired. This person can usually supply all the information needed for the acquisition record, which is made as soon as the papers are secured, whether they are picked up in the field or received in the office. One copy of this record goes into a permanent file while the other is stapled to the collection in its

¹ The present system of processing manuscripts is essentially the same as that which was set up under the direction of Dr. Ruth Ketring Nuermberger, curator (1931-1941), and further developed by Dr. Nannie M. Tilley, curator (1941-1947). For a description of the procedures which Mrs. Nuermberger devised see her article, "A Ten Year Experiment in Archival Practices," *American Archivist*, 4:250-261 (Oct., 1941). She also wrote a manual of routines and procedures for the use of this department.

original container. If the acquisition is a gift, loan, or deposit, a further record is filed under the name of the donor or depositor.

MSS.

Adams, Charles A. Papers
ca. 1800-1900. Bowan county, N. C.
ca. 400 items

Gift of Mrs. M. N. Anderson
East Ridge, N. C.
1-3-49



ACQUISITION CARD

Anderson, Mrs. M. N.
East Ridge, N. C.

Gift

Adams, Charles A.
Papers, ca. 1800-1900
Bowan county, N. C.
ca. 400 items

1-3-49



GIFT OR DEPOSIT CARD

The collection is next numbered and accessioned. The process of accessioning is as follows: A quick survey of the material is made in order to give the collection its final name and to learn the personal and place names, dates, and general contents of the papers. Wherever possible a personal, corporate, or institutional name is assigned since anonymous collections are all but useless to the research student. This information, along with the accession number, date of accessioning, terms of acquisition, and approximate

number of items, goes on the accession sheet.² These sheets are filed alphabetically by collection name. A sample sheet is shown below:

DUKE UNIVERSITY LIBRARY

Manuscript Department

Accession No. 222

Date January 9, 1949

Name of Collection Adams, Charles Andrews
Harmony Cross Roads, Bowan co., N. C.
Terms of Acquisition.

Flowers

Gift X Given by Mrs. M. N. Adams

Deposit East Ridge, N. C., Jan. 3, 1949

Other (See contract)

Preliminary Description.

Adams, Charles Andrews

Papers, 1804-1897

Harmony Cross Roads, Bowan co., N. C.

ca. 400 items (478 items)

Personal correspondence and business papers of C. A. Adams, merchant and planter of Harmony Cross Roads, Bowan co., N. C. The bulk of the collection falls between 1840 and 1870, but the business records are quite scanty for the Civil War period. For this period, however, there are about seventy letters written to Andrews by his three sons, Hartwell, Thomas E., and Mills, who saw service in Virginia from 1862-1865. These letters contain excellent accounts of camp life and rumors, and of the battles in which the sons were engaged.

The business papers are rather typical of those of the country merchant of the South but are too incomplete to give a true picture of the extent of Adams's business. The three volumes are ledgers for his store, 1851-1857.

The papers after 1865 are largely the letters of Hartwell and Thomas E. Andrews, both of whom had migrated to Texas. Some of these letters contain interesting comments on Reconstruction in Texas.

Subsequent History.

An accession book is kept also. Here collections are entered in chronological order by accession number and date, and all the information found on the accession sheet is recorded except the descriptive sketch. This book and the accession sheet afford a ready means of checking all recent acquisitions and serve as guides for the use of newly-acquired materials before they have been completely processed.

If the collection is relatively small, the mechanical steps of preparing it for analysis can be done while it is being accessioned, but normally this work is done by student assistants after the accession-

² This sheet is a modification of the one used in the Manuscript Department of the University of North Carolina.

ing is completed. The preparation for analysis involves unfolding, cleaning, counting, mending, and arranging the papers chronologically. We have become convinced that it is almost always best to arrange items by dates. Only in very exceptional cases where the papers when acquired are well organized and logically filed do we deviate from this policy.

As soon as the manuscripts are counted the number is entered on both accession records, and the items which need to be mended are set aside for that purpose. It is always important that an experienced person do this job. Most of the mending is done in this department, but those papers which are particularly important and are in such poor condition that they would deteriorate easily under use are usually laminated to insure their permanent preservation. Sometimes typed or photostatic copies are made of the more fragile items.

At this point the collection is placed in temporary folders or boxes that are clearly marked with the name and dates of the papers, the geographic area represented by them, the number of items, the accession date, and the number of folders or boxes in which the collection is stored. These containers are shelved and their location recorded in a temporary file. In a "Work to be done file" the accessioned collections are rated as to the immediacy of the need for their being analyzed and cataloged.

The last step, the analysis and cataloging of the collection, sets up finding media for locating materials. This is the most vital part of the processing procedure and should be done only by a person experienced in manuscript work.

The analysis of a group of papers consists of a careful reading of all letters and other items of consequence and of making careful notes regarding their contents, with special attention being paid to: (1) Names, addresses, dates, family or other relationships of all correspondents; (2) business, educational, and religious institutions; and (3) subject-matter and events. Often additional information about the correspondents, subject-matter, etc., can be gathered from printed materials available in the library. The more important of these sources are biographical dictionaries on the national, state, and local level, state and local histories, genealogical works, atlases, and gazetteers. From the assembled information a description of the collection is written. If possible the principal correspondents should be adequately identified, but if they are sketched in a biographical dictionary, a reference to this sketch is sufficient. No papers are ever filed without some statement, how-

ever brief, about them. The descriptive sketch is typed on 3 x 5 catalog cards and filed behind the main-entry or collection card. Never is an attempt made to evaluate the importance of a collection for research.

The various cards which are prepared from the information gained by the analytical study of a collection are entered in the following files: Main-entry or collection, geographic, subject, and autograph. These files are for use by patrons as well as by staff members, but the patron's chief guide to the manuscript holdings is the excellent *Guide to the Manuscript Collections in the Duke University Library*, prepared by Nannie M. Tilley and Noma Lee Goodwin (Durham, North Carolina, 1947).

On the main-entry card are found the name, inclusive dates, place of origin, number of items, shelf location, and cataloging date of the collection. Since the inclusive dates given for a collection are often misleading, the years in which most of the papers fall are enclosed in parentheses. For example, the dates given for the Charles A. Adams Papers are 1804 (1842-1865) 1897. This shows that the collection is centered in the period from 1842-1865.

Adams, Charles Andrews	
Papers, 1804 (1842-1865) 1897	
Harmony Cross Roads, Bowan co., N. C.	
Cab. 24	477 items, incl. 3 b. v.
2-28-49	
○	

MAIN-ENTRY OR COLLECTION CARD

Adams, Charles Andrews. Papers, 1804 (1842-1865) 1897. Harmony Cross Roads, Bowan co., N. C. 477 items, incl. 3 b. v. Sketch.

Personal and business correspondence and papers of C. A. Andrews (ca. 1815-1889), general merchant, postmaster, and farmer. Before 1842 there are only a few scattered bills and receipts. About 1840, Adams opened a general store, which he continued to operate until 1874. The records for the store are fairly complete for the 1850's and consist of bills, receipts, orders, letters, and the



SKETCH CARD NO. 1

Adams, Charles Andrews

2

store's ledgers, 1851-1857.

Letters from Adams's three sons, Hartwell, Thomas E., and Mills, describe their activities in the Confederate Army, 1862-1865. All served in Eberhart's Brigade and engaged in the battles of Seven Pines, Fredericksburg, Antietam, and Gettysburg, where Mills was killed. Their letters describe battle conditions, camp life, rumors, hospitals, etc.

The two surviving sons migrated to Cahalla county,



SKETCH CARD NO. 2

Adams, Charles Andrews

3

Texas, in 1866 where they engaged in cotton farming. They continually urge their father to join them which he does in 1874 after a controversy with John Williams, radical Reconstruction leader in central North Carolina, led to the loss of his postmastership. In the sons' letters are descriptions of Reconstruction in northeastern Texas and of the large Negro migration into that area.

Correspondents include Franklyn Adams, a brother; Carrie (Adams) Caldwell, a sister; John Deadrick; John Hope; and Philip Knight.



SKETCH CARD NO. 3

As an aid to the patron seeking to check the manuscripts relating to a particular state, a geographic file is maintained. The cards for it are an adaptation of those of the main-entry catalog with the name of the appropriate state typed above the unit entry. Under each state heading these cards are filed alphabetically by collection, but it is our plan to subdivide one step further by adding county headings. Then the order of filing will be by state, county, and collection.

North Carolina — Bowan County

Adams, Charles Andrews

Papers, 1804 (1842-1865) 1897

Harmony Cross Roads, Bowan co., N. C.

Cab. 24

477 items, incl.
3 b. v.

2-28-49



GEOGRAPHIC CARD

The cards for the subject catalog,³ like those for the geographic file, are an adaptation of the main-entry card, the subject headings being placed above the unity entry. This file is an index to collections and never to individual items within a collection. It emphasizes personal, place, institutional, and corporate names, industries, occupations, prices, customs, political and military events, education, etc.

CIVIL WAR — CAMPAIGNS AND BATTLES — SEVEN PINES	
1862	
Adams, Charles Andrews	
Papers, 1804 (1842-1865) 1897	
Harmony Cross Roads, Bowan co., N. C.	
Cab. 24	477 items, incl. 3 b. v.
2-28-49	
O	

SUBJECT CARD

The basic guide for the subject file is *List of Subject Headings for Small Libraries . . .*, edited by Minnie Earl Sears and revised by Isabel Stevenson Monro (New York, 1941). Often, however, the headings in this list are simplified to suit the materials and to eliminate extensive cataloging.

For the projected date file on which we are working the main-entry card will be adopted also. Very probably a decade heading

³ The present subject catalog dates only from the compilation of the *Guide to the Manuscript Collections in the Duke University Library*. The former subject file was incorporated into the index of this guide.

will be used. With the rapid expansion of the manuscript holdings such a catalog is becoming essential for locating materials concerning specific periods. And since the unit card will be used, the preparation of this file will not add appreciably to the time now required for processing.

1840-1849	
Adams, Charles Andrews	
Papers, 1804 (1842-1865) 1897	
Harmony Cross Roads, Bowan co., N. C.	
Cab. 24	477 items, incl. 3 b. v.
2-28-49	
O	

PROJECTED DATE CARD

The autograph card file is an index to the more important letters and, in some cases, to other significant materials within collections, but it is primarily a letter index. The autograph entry is made under the name of the writer. On each card are also given, if such information is available, the addressee; the date of the letter or document; the place where it was written; the descriptive symbol for its type, i. e., A. L. S., L. S., D. S., etc.; and the title of the collection to which it belongs. The general policy is to index all letters and the more important documents signed by people prominent enough to be found in biographical dictionaries and also those of any other persons who have special significance in a collection. The autograph cards for an individual's letters are filed first by the writer's name, secondly by the name of the addressee, and thirdly by dates. This filing arrangement has proved especially useful for large collections, because it makes possible the grouping together of all cards for letters to the same addressee.

AUTOGRAPH FILE

Williams, John

To C[hables] A[ndrews] Adams

1874, Jan. 3 Raleigh, N. C.

A. L. S.

C. A. Adams MSS

2-28-49



AUTOGRAPH LETTER CARD

AUTOGRAPH FILE

Knight, Philip

Sworn statement re. membership in the Ku Klux
Klan

1870 Dec. 3 Sunbury, Texas

D. S.

C. A. Adams MSS.

2-28-49



AUTOGRAPH DOCUMENT CARD

For all bound manuscripts a separate card file is kept even though they may have been listed in the main-entry file as part of a collection. Bound volumes are cataloged with little attempt being made to describe their contents except by general classification under such headings as: Account book, daybook, commonplace book, diary, invoice book, ledger, letter book, notebook, order book, plantation records, and sermons. Each volume must be examined individually as original cover labels often have little relationship to the contents. Personal or institutional name entries are the rule, but occasionally anonymous volumes must be entered under a descriptive subject heading, e. g., physician's case book.

A separate card is made for each volume even if it is one of a series. This card contains the entry name, descriptive title, date, place, size, pagination, description of binding, and shelving location of the volume. A series card is placed in front of the individual volume cards for a collection. This card shows the inclusive dates and the number of items in the series.

Adams, Charles Andrews	
Ledgers. (General store) 1851-57	
Harmony Cross Roads, Bowan county, N. C.	
2-28-49	3 vols.
[See following cards for separate items]	
[See collection file for sketch of Adams]	
○	

SERIES CARD FOR BOUND VOLUMES

Adams, Charles Andrews
Ledger. (General Store) 1851-53.
Harmony Cross Roads, Bowan county, N. C.
2-28-49
○

BOUND VOLUME CARD

All loose manuscripts are placed in carefully-labeled manila folders, which are filed horizontally in clam-type steel and cardboard boxes. These boxes are labeled and shelved. Bound volumes are given identifying labels and shelved vertically, apart from the unbound

materials. Microfilms of manuscripts are stored in the Photographic Division but are cataloged in the Manuscript Department in the same manner as original papers. In fact all reproductions, whether typed or photographic, are cataloged as originals, and the location of the originals is noted in the files.

In conclusion it may be said that the manuscript collection of each depository has an individuality of its own and therefore presents problems peculiar to itself. The procedural system which has been described in this paper was devised to fit the needs and aims of the Manuscript Department of Duke University Library. It has proved to be a very workable and flexible system, capable of being changed to meet the demands of an expanding collection. The chief objective behind the formation of the catalog was that it be simple enough for patrons as well as staff members to use, and at the same time be specific enough to make possible the location of materials easily. For this reason it is, except for the autograph file, a guide to collections rather than an index to individual items within collections. Since each manuscript collection is in many respects unique, the procedures which are outlined in this paper probably could not be advantageously adopted by any other depository without alterations.

Writings on Archives and Manuscripts, July 1948-June 1949

By LESTER W. SMITH

The National Archives

THIS is the seventh annual bibliography prepared under the auspices of the Society's Committee on Archival Bibliography. It is compiled by Lester W. Smith, Librarian of the National Archives. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period from July 1948 to June 1949. A few items dated prior to July 1, 1948, are included, however, either because they were actually issued after that date or because they were not available for examination and listing in earlier compilations. Like its predecessors, the present bibliography does not include unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to manuscript accessions, and items appearing in news notes, unless unusually significant.

The list of headings used in this bibliography is reproduced here for the convenience of the reader. It will be noted that Class XII, "Archives, Archival Agencies, and Manuscript Depositories in Time of War," has been eliminated as a separate category; items relating to the effects of either World War II or earlier wars on archival institutions will be found in Class III, since they may be considered to relate either to the current activities or the history of such institutions. The title of Class XI has been changed slightly to make specific the inclusion in it of items relating to the training of personnel for work with current records.

- I. General Literature
- II. Filing Techniques and Administration of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
 - A. General Discussion
 - B. United States in General and Federal Government
 - C. State and Local
 - D. Foreign Countries
- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. GENERAL LITERATURE

1. AUTOGRAPH collectors' journal. Vol. 1, no. 1 (Oct., 1948). Quarterly. A new journal published in Chicago by the National Society of Autograph Collectors to facilitate the exchange of information and knowledge concerning autographic materials among collectors and scholars.
2. BENJAMIN, MARY A., *comp.* Autograph bibliography. *Collector*, 61: [169]-171, 242-244 (Apr., Nov., 1948). Two more installments of this continuing bibliography.
3. COOPERATION [in the handling of autographic material] *Autograph collectors' journal*, 1, no. 3: 10-31 (Apr., 1949). Papers contributed to a panel discussion at the annual meeting of the National Society of Autograph Collectors at Princeton, New Jersey, April 1949, on the subject of cooperation among collectors, dealers, historians, archivists, historical societies, and libraries in matters concerning autographic material. Includes a paper entitled "For the Archives" by Leon deValinger, Archivist of Delaware, p. 23-24, and other papers and remarks by R. W. G. Vail, Frank L. Pleadwell, Boyd B. Stutler, Forest H. Sweet, Earle W. Newton, Sylvester K. Stevens, and L. H. Butterfield.
4. CRITTENDEN, CHRISTOPHER. The archivist as a public servant. *American archivist*, 12: 3-8 (Jan., 1949). The presidential address delivered before the meeting of the Society of American Archivists, Raleigh, N. C., October 27, 1948.
5. FOCKEMA, ANDREA E., S. J. Na vijftig jaar; vernieuwing der handleiding voor het ordenen het beschrijven van archieven. *Nederlands archievenblad*, 52: 133-140 (1947-48). Recalls the fifty years' existence of the Dutch manual on the arrangement and description of archives, notes changes that should be made in a new edition, and suggests the need for a completely new manual for use in work with modern archives.
6. GRIFFIN, GRACE G., *comp.* Writings on American history, 1939 and 1940; a bibliography of books and articles on United States history published during the years 1939 and 1940, with some memoranda on Canada and the British West Indies. Washington, 1949. 984 p. (American Historical Association, *Annual report for the year 1943*, vol. 2.) Writings relating to archives and manuscript collections are listed on p. 21-55.
7. HERNANDEZ, AGUSTIN. Objeto de la archivología. *Hacienda en marcha*, 5, no. 26: [13]-15. (Apr., 1948).
8. HOBBS, JOHN L. Libraries and the materials of local history. London, Grafton, 1948. 224 p. A comprehensive manual for British librarians on the administration of local history collections in public libraries, with particular emphasis on the role of public libraries as repositories of local records. An informative historical summary of the difference of opinion in Britain on the latter ques-

tion is provided in Chapter I. The manual covers the acquisition, storage, preservation, classification, cataloging, and use of local history materials, both printed and manuscript, and includes a chapter on photography as an aid to research and a bibliography.

9. JAFFAR, S. M. Archives, meaning, scope, and importance. Peshawar, Govt. Print. and Stationery, 1949. 16 p. A lecture delivered by the Director of Archives, Central Record Office, N.-W. F.P., Pakistan, before the Islamia College, Peshawar, "to acquaint the people of Pakistan with the science of archives or archivism, which is new even in the west."
10. JENKINSON, HILARY. The English archivist, a new profession, being an inaugural lecture for a new course in archives administration delivered at University College, London, 14 October, 1947. London, H. K. Lewis, 1948. 31 p.
11. MEARNS, DAVID C. Morsels of history. *Autograph collectors' journal*, 1, no. 3:3-9 (Apr., 1949). An address delivered before the annual meeting of the National Society of Autograph Collectors at Princeton, New Jersey, April 1949.
12. PAGES, ROBERT. Transformations documentaires et milieu culturel (essai de documentologie). *Revue de la documentation*, 15, fasc. 3:53-64 (1948). A systematic description of the field and scope of documentation.
13. PANHYTSEN, G. W. A. Het respect in de zorg van de archivaris en van de overheid ook voor moderne archieven. [Maastricht, 1949] 18 p. A paper on the care of modern archives delivered before the Association of Archivists in the Netherlands on April 22, 1949. The author discusses briefly the work of the National Archives of the United States on p. 4-7.
14. POSNER, ERNST. Effects of changes of sovereignty on archives. *Indian archives*, 1:217-229 (July, 1947). Reprinted from the *American archivist*, 5:141-155 (July, 1942).
15. PURCELL, W. J. Insurance coverage for valuable papers. *Office*, 29, no. 2:67-68 (Feb., 1949).
16. RANGANATHAN, S. R. Laws of archival science. 2. Second law. *Indian archives*, 1:206-212 (July, 1947). Discusses the significance for both users and custodians of archives of the author's "second law" of archival science, "Every user his record," and its implications for reference service, cataloging, and classification.
17. RANGANATHAN, S. R. Laws of archival science. 3. Third law. *Indian archives*, 1:289-293 (Oct., 1947). Discusses the author's "third law" of archival science, "Every record its historiographer," and its implications particularly for the analysis and description of archival material, which would require minute classification and the development of a classed catalog.
18. SCHILLER, IRVING P. The archival profession in eclipse. *American archivist*, 11:227-233 (July, 1948).
19. STEBELSKI, ADAM. Przegląd powojennych publikacji, dotycząc archiwów (1945-1947). *Archeion*, 17:164-178 (1948). A review of post-war publications on archives.
20. WRITINGS on archives and manuscripts, July 1947-June 1948. Compiled by Lester W. Smith. *American archivist*, 11:332-357 (Oct., 1948).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

21. ALDERMAN, FRANK H. Required reporting of casualties in the field. *Hospital Corps quarterly*, 22, no. 2:20-32 (May, 1949). A review of the combat casualty recording experience of the Fourth Marine Division in the Pacific.
22. APPLEMAN, IRVING. Creation and amendment of records of entry. U. S. Immigration and Naturalization Service, *Monthly review*, 6:72-76 (Dec., 1948).
23. AUSTIN, MILDRED C. Customed made or analytical filing. *Filing bulletin*, 17:46-48 (Mar.-Apr., 1949). Reprinted from the *Filing news*, December, 1948, p. [6-8].

24. DARBY, KIMBALL. Filing and finding at New York Life. *Office management and equipment*, 9, no. 7: 29-30 (July, 1948).
25. DONOGHUE, J. R. Protecting vital public records; suggestions for preventing the loss of essential municipal documents. *Municipality*, 44: 103-104, 112 (May, 1949).
26. GROVER, WAYNE C. War Department records administration program. [Washington, 1948] 281 p. Reproduced for official use by the Adjutant-General's Office, this study covers the records administration program of the War Department from 1939 to 1945. Includes a "Bibliography of publications, 1943-1945 (War Department and Headquarters, ASF, and AAF, and the Adjutant-General's Office only)," p. 275-281.
27. GUTHRIE, CHESTER L. Functions of the medical records librarian in Veterans Administration hospitals. *American Association of Medical Records Librarians, Journal*, 20: 36-37, 48 (Apr., 1949).
28. HOPKINS, BARBARA. The case for the subject file. *Filing bulletin*, 17: 35-37 (Jan.-Feb., 1949).
29. HUGHES, PAUL A. Legal filing procedures and fees. *Town clerks topics*, 8, no. 5: 1-2, 4 (May, 1949).
30. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Annual report of the chairman, 1947/48. Washington, 1948. 7 p.
31. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Field records problems. Washington, 1949. 15 p. Report of the meeting of January 14, 1949, at which Paul Howard of the Federal Security Agency and W. Kenneth Hoover of the Soil Conservation Service were the speakers.
32. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Handling of incoming mail. [Washington, 1949] 15 p. Report of the meeting of February 18, 1949, at which Fred G. Fraser of the Veterans Administration and John S. Lucas of the Agriculture Department were the speakers.
33. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. A national program for records management, by Emmett J. Leahy, National Records Management Council; A new problem in records management, by Joseph P. Brennan, Atomic Energy Commission. Washington, 1948. 22 p. Papers read before the meeting of May 14, 1948.
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The operating problems of a records center. [Washington, 1948] 24 p. Report of the meeting of April 9, 1948, at which Robert Shiff of the Naval Records Management Center at Garden City, N. Y., and Charles D. Carle of the Adjutant-General's Office Records Administration Center at St. Louis were the speakers.
35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records administration in the Department of State. Washington, 1949. 15 p. A panel discussion held on April 22, 1949, in which Howard M. Samsel, Chief, Facilities Branch, Division of Communications and Records, Department of State and E. Taylor Parks, Historical Adviser, Division of Historical Policy Research, Department of State participated, Philip C. Brooks, Records Officer, National Security Resources Board, presiding.
36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records in the taking of the Decennial Census of 1950. [Washington, 1949] 7 p. Report of the meeting of September 17, 1948, at which Clarence E. Batschelet and David S. Phillips of the Census Bureau were the speakers.
37. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The report of the Hoover Commission on Records Management. [Washington, 1949] 22 p. Report of the meeting of March 18, 1949, at which Robert H. Bahmer of the National Archives, Philip C. Brooks of the National Security Resources Board, James Hindle of the Securities and Exchange Commission, Emmett J.

- Leahy of the National Records Management Council, Fritz Morstein Marx of the Budget Bureau, and Ollon McCool of the Army Department were the speakers.
38. JACQUES, HAROLD W. Keeping of public records for information and examination. *Town clerks topics*, 8, no. 4: 1-4 (Apr., 1949). Stresses the importance of maintaining adequate records in town clerks' offices in readily usable form.
 39. KLEIN, FRANZ. Hanging folders—a progressive filing system. *Office appliances*, 89, no. 3: 23-24 (Mar., 1949).
 40. LEAHY, EMMETT J. Modern records management. *Office appliances*, 89, no. 4: 19-20, 98, 100 (Apr., 1949). Extracts from an address before a meeting of the Filing Association of New York.
 41. LEAHY, EMMETT J. Records management in the United States Government; a report with recommendations prepared for the Commission on Organization of the Executive Branch of the Government. [Washington, 1949] 48 p. Issued with the cover title, "Task force report on records management, Appendix C," this report was published as an appendix to the report of the Commission on Organization of the Executive Branch of the Government entitled *Office of General Services* and served as the basis of the Commission's recommendations with regard to records management in the Federal Government (see entry no. 60 below).
 42. LEAHY, EMMETT J. What the Hoover Commission did for records management. *Office*, 30, no. 1: 33-37 (July, 1949).
 43. LUTTRELL, DOROTHY M. Current records management surveys. *Illinois libraries*, 30: 259-263 (June, 1948).
 44. MUNDEN, KENNETH W. The Hoover Commission's report on records management. [Washington, 1949] 11 p. (U. S. Adjutant-General's Office, Departmental Records Branch, Historical Records Section, *Seminar paper* no. 3.) A paper read before the seminar on April 7, 1949.
 45. NATIONAL RECORDS MANAGEMENT COUNCIL. Your business records: a liability or an asset? [New York, 1949] 7 p. Describes the services that the Council is prepared to offer to American business.
 46. NEAIDENGARD, R. C. Central archives—one solution to record storage problems. *Filing bulletin*, 17: 9-16, 20-23 (Oct., Nov., 1948). Describes the establishment and functions of the Central Archives of Westinghouse Electric Corporation at Pittsburgh. A much shorter article of similar title appeared in *Office appliances*, 87, no. 3: 23-24 (Mar., 1948).
 47. PADDOCK, WILLIAM L. Dust off those ordinance records. *Colorado municipalities*, 24: 216-219 (Dec., 1948).
 48. PENNICKE, HAROLD C. Office space and layout technique applied to the filing department. *Filing bulletin*, 17: 17-20, 25, 27-32 (Nov., Dec., 1948).
 49. PENNSYLVANIA ECONOMY LEAGUE, INC. Report of survey of the Office of the Prothonotary. By Thomas Amelia. Philadelphia, Pa., Philadelphia Committee of the Pennsylvania Economy League, Inc., 1948. ix p.
 50. PENNSYLVANIA ECONOMY LEAGUE, INC. Survey of the Recorder of Deeds Office, Philadelphia, Pa. By Thomas Amelia. Philadelphia, Pa., Philadelphia Committee of the Pennsylvania Economy League, Inc., 1948. 17 p.
 51. POSNER, ERNST. The city and its records. National Institute of City and Town Clerks, *News letter*, Sept. 28, 1948, p. [2-5] A paper read before the annual conference of the Institute at Atlantic City, N. J., in July 1948. An exposition of the role that records administration can and should play in promoting economy and efficiency in municipal government.
 52. RANKIN, REBECCA B. Efficient municipal archives system for New York City's records. *American city*, 63, no. 12: 97-98 (Dec., 1948). Describes the work accomplished by the Mayor's reactivated Municipal Archives Committee, originally created in December 1939 by Mayor LaGuardia. The Committee hopes to promote the establishment of a well-rounded municipal records system.

53. ROCKEFELLER FOUNDATION grants \$35,000 to study preservation of records. *Office*, 29, no. 3:48 (Mar., 1949). Announces a grant to New York University for a study to be undertaken by the National Records Management Council during the year beginning February 1, 1949, of problems dealing with the preservation of business records.
54. ROSS, H. J. Ten rules for forms designers. *Office*, 29, no. 5:66-72 (May, 1949).
55. SAWYER, N. M. The growing recognition of the key place of the file executive in management today. *Filing news*, Apr., 1949, p. [2-5]. A paper read at the February meeting of the File Executive's Association of Philadelphia.
56. SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT, WASHINGTON, D. C., CHAPTER. Directory of management projects, prepared by the Washington, D. C. Chapter of the Society for the Advancement of Management and the Association for the Development of Administrative Personnel. 3d ed. Washington, D. C., 1949. 82 p. Lists representative management-improvement projects in progress in agencies of the Federal Government. Projects relating to records, files, correspondence, and forms are listed on p. 56-66.
57. SVATUSKA, LADISLAV. Decimal classification of records in the enterprise. *Revue de la documentation*, 15, fasc. 3:64-66 (1948). Describes a general decimal classification for current business records developed by the Z. E. T. Organization, an economic consulting agency in Prague.
58. U. S. ARMY DEPARTMENT. Records and reports; adjustments in records administration functions. [Washington, 1948] 4 p. (*Joint Army and Air Force Adjustment Regulations* no. 1-25-2, 9 Aug. 1948.)
59. U. S. BUDGET BUREAU. Simplifying procedures through forms control. [Washington, 1948] 51 p. (*Management bulletin*.) Developed with the aid of government agencies and private business firms, this bulletin emphasizes the part forms play in increasing efficiency in total operations.
60. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT. Office of General Services; a report to the Congress, February 1949. [Washington, 1949] 52 p. This report contains (p. 6-9) the Commission's recommendations with regard to records management, as follows: a) the creation of a Records Management Bureau in the Office of General Services, to include the National Archives; b) enactment of a new Federal Records Management Law to provide for more effective preservation, management, and disposal of Federal Government records; and c) establishment of an adequate records management program in each department and agency. The report was also issued as *House Document* no. 73, 81st Cong., 1st sess. For the Task force report on which the Commission's recommendations were based see entry no. 41 above, and for the legislation finally enacted, transferring the National Archives to the newly established General Service Administration see entry no. 89 below.
61. WEEKS, BERTHA M. Filing is a tool of management. *NOMA forum*, 24, no. 5: 20-22 (May, 1949). Suggestions for evaluating the efficiency of a filing system.
62. ZINER, J. J. Care of official files. *Hospital Corps quarterly*, 21, no. 3:53-54 (July-Sept., 1948). Discusses care of current records in U. S. Naval hospitals.

See also No. 89, 197, 326, 336, 342-343.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

63. AMERICAN HISTORICAL ASSOCIATION. Annual report, 1947. Vol. 1. Proceedings. Washington [1948] 85 p. Of particular interest are the reports of the Committee on the Littleton-Griswold Fund (p. 53); the Committee on Government

- Publications (p. 54-55); the Committee on Business Records (p. 56-57), the Committee on Documentary Reproduction (p. 57-64), which includes a list of special microcopying committees for Fulbright and occupied countries; the Committee on Manuscripts (p. 64-71), which offers further details on the proposal to establish a National Union Catalog of Manuscripts, together with sample entries for such a catalog; the Special Committee on the *Writings on American History* (p. 71-72); and the Delegate to the International Committee of Historical Sciences (p. 76-77).
64. AMERICAN LIBRARY ASSOCIATION. Annual reports, 1947-1948. American Library Association, *Bulletin*, 42:411-496 (Oct. 15, 1948). The reports of the Archival and Library Materials Committee (relating to the Association's own archives), the Microcard Joint Committee, and the Public Documents Committee appear on p. 437, 444, and 439, respectively.
 65. ANDREASSEN, JOHN C. L. Archives in the Library of Congress. *American archivist*, 12:20-26 (Jan., 1949). A paper read before the annual meeting of the Society of American Archivists, September 4, 1947.
 66. BLACK, ENNA C. Aims and purposes of the American Association of Medical Record Librarians. American Association of Medical Record Librarians, *Journal*, 19:107-108 (Oct., 1948).
 67. BUCK, SOLON J. Archives in the United States of America. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 20-29. A summary of the present status of archival work in the United States, including business and institutional archives and historical manuscripts as well as government records.
 68. DEMOULIN, R. La "Hoover Library on War, Peace, and Revolution," depuis 1938. *Archives, bibliothèques, et musées de Belgique*, 19: [49]-57 (1948).
 69. DEUTSCHE Archivalien im Nationalarchiv Washington. *Der Archivar*, 2, no. 1: col. 23-24 (Jan., 1949). A very brief note expressing the hope that certain captured German records now in the United States National Archives may one day be restored to Germany.
 70. GROVER, WAYNE C. National Archives. *Americana annual; an encyclopedia of the events of 1948*. New York, 1949. p. 450.
 71. GROVER, WAYNE C. National Archives. *1949 Britannica book of the year*. Chicago [1948] p. 66.
 72. MICKIEWICZOWA, IZA. Archiwum Narodowe w Waszyngtonie. *Archeion*, 17:189-195 (1948). An article on the National Archives in Washington.
 73. PATTERSON, RICHARD S. The old treaty seal of the United States. *American foreign service journal*, 26, no. 3:14-16 (Mar., 1949). Describes the original steel die of the old treaty seal of the United States, which was discovered in the Department of State in 1947 and is now in the National Archives, and the manner of its use for stamping wax pendant seals. Includes data on the style and cost of skippets and other accessories to the use of the seal.
 74. PRINGLE, HENRY F. AND KATHARINE PRINGLE. Uncle Sam's strange filing case. *Saturday evening post*, 221, no. 40, 26-27, 124-126 (Apr. 2, 1949). An article on the National Archives, with several photographs.
 75. RANDALL, J. G. Theodore Calvin Pease. Illinois State Historical Society, *Journal*, 41:353-366 (Dec., 1948). A tribute to the memory of Pease, who died on August 11, 1948, and who was the first editor of the *American archivist* (1938-46).
 76. SHELLEY, FRED. The interest of J. Franklin Jameson in the National Archives: 1908-1934. *American archivist*, 12:99-130 (Apr., 1949). Based chiefly on the personal letters of Dr. Jameson, which are in the custody of Dr. Leo Stock, and in part on records in the National Archives.
 77. SMITH, GERTRUDE W. The "Old Records" Section of Departmental Records Branch. [Washington] 1949. 10 p. (U. S. Adjutant-General's Office, Depart-

- mental Records Branch, Historical Records Section, *Seminar paper* no. 2.) A paper read before the seminar on March 31, 1949. Appendix A (p. 7-10) reproduces the text of the agreement of December 14, 1948, relative to the working arrangements respecting Department of the Army (War Department) records transferred to the custody of the Archivist of the United States.
78. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1947-48. *American archivist*, 12: 51-70 (Jan., 1949).
 79. SPECIAL LIBRARIES ASSOCIATION. Proceedings, thirty-ninth annual convention; reports, 1947/48. *Special libraries*, 39: 255-300 (Oct., 1948). The report of the Archives Committee on its work in connection with headquarters, chapter, and group archives appears on p. 280-281.
 80. THOMPSON, ROYCE L. The historian and historical records centralization. [Washington] 1949. 9 p. (U. S. Adjutant-General's Office, Departmental Records Branch, Historical Records Section, *Seminar paper* no. 5.) A paper read before the seminar on December 3, 1948. Outlines the developments leading to the establishment of the Historical Records Section as the central depository for the Army Department's historical documents of World War II. Also issued separately under the title *The historian's interrelationship with historical records centralization* ([Washington, 1948] 10 p.).
 81. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent Offices appropriation bill for 1950. Hearings . . . 81-1. Washington, 1949. 2 vols. Hearings on the appropriation for the National Archives appear on p. 261-281 of volume 1.
 82. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1950. Hearings . . . 81-1. Washington, 1949. 375 p. Hearings on the appropriation for the Library of Congress appear on p. 101-228.
 83. U. S. CONGRESS. HOUSE. COMMITTEE ON POST OFFICE AND CIVIL SERVICE. Freedom Train. Hearings . . . 81-1. Washington, 1949. 42 p. Hearings on *H. J. Res. 84*, to provide for the acquisition and operation of the Freedom Train by the Archivist of the United States. The committee reported favorably on the resolution (81-1, *H. Rept. 20*) and its substance was enacted into law (81-1, *Public law 13*), but no appropriation was enacted for this purpose.
 84. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. First deficiency appropriation bill for 1949. Hearings . . . 81-1. Washington, 1949. 996 p. A statement by Senator Broughton of North Carolina presenting the budget estimate for the operation of the Freedom Train by the Archivist of the United States, appears on p. 947-948.
 85. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1950. Hearings. 81-1. Washington, 1949. 1455 p. Hearings on the National Archives appear on p. 451-486.
 86. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Second deficiency appropriation bill for 1949. Hearings . . . 81-1. Washington, 1949. 636 p. Hearings on the proposed operation of the Freedom Train by the Archivist of the United States appear on p. 179-204 and 438-443.
 87. U. S. CONGRESS. SENATE. COMMITTEE ON POST OFFICE AND CIVIL SERVICE. Providing for the acquisition and operation of the Freedom Train by the Archivist of the United States. Washington, 1949. 6 p. (81-1, *S. Rept. 71*.) A favorable report on *S. J. Res. 31*, to provide for the operation of the Freedom Train by the Archivist of the United States. The resolution was enacted into law (81-1, *Public law 13*), but no appropriation was enacted for this purpose.
 88. U. S. GEOLOGICAL SURVEY. MAP INFORMATION OFFICE. Federal surveys and maps — accomplishments during 1948. [Washington, 1949] 28 p. The work of the Cartographic Records Branch of the National Archives is reported on p. 22-23.
 89. U. S. LAWS, STATUTES, ETC. An act to simplify the procurement, utilization, and disposal of Government property, to reorganize certain agencies of the Gov-

ernment, and for other purposes. [Washington, 1949] 30 p. (81-1, *Public law* 152.) The act, cited as the "Federal Property and Administration Services Act of 1949," by which the National Archives was transferred to the newly established General Services Administration, effective June 30, 1949. Other published documents, all of the 81st Cong., 1st sess., pertinent to the legislative history of this proposal, which derived from the recommendations of the Commission on Organization of the Executive Branch of the Government, are *S.* 991, *S.* 1809 (and *S. Rept.* 338), *S.* 2020 (and *S. Rept.* 475), *H. R.* 2641, and *H. R.* 4754 (and *H. Rept.* 670, pts. 1-2). The last bill, *H. R.* 4754, as amended by the Senate and agreed upon in conference (*H. Rept.* 935), was enacted as *Public law* 152. In the field of records management, the act authorizes the Administrator of General Services (1) to make surveys of Government records and records management and disposal practices and to obtain reports thereon from Federal agencies; (2) to promote improved records management practices and controls in the executive agencies, including the central storage or disposition of records; and (3) to report to Congress and the Bureau of the Budget on the results of such activities.

90. U. S. LAWS, STATUTES, ETC. Joint resolution to provide for the acquisition and operation of the Freedom Train by the Archivist of the United States, and for other purposes. [Washington, 1949] 2 p. (81-1, *Public law* 13.) This law, which provided for the operation of the Freedom Train by the Archivist of the United States until July 1951, was not implemented by an appropriation act and could therefore not be carried into effect.
91. U. S. NATIONAL ARCHIVES. Ninth annual report of the Archivist of the United States on the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the year ending June 30, 1948. Washington, 1949. 18 p.
92. U. S. NATIONAL ARCHIVES. Fourteenth annual report of the Archivist of the United States for the year ending June 30, 1948. Washington, 1949. 65 p. The first six pages in particular of this report provide a summary of the accomplishments of the agency under the régime of Dr. Solon J. Buck.
93. U. S. SELECTIVE SERVICE SYSTEM. History of furnishing statement of service cards to the states, 1792-1948. Washington, 1948. 109 p. One of the responsibilities of the Records Management Program of the Selective Service System is the furnishing to the several States a statement of Service for each person who entered the military service from the State. This book reviews what has been done in the past and offers suggestions and samples of forms for carrying out this function.
94. VAN SCHREEVEN, WILLIAM J. The twelfth annual meeting of the Society of American Archivists. *American archivist*, 12: 147-154 (Apr., 1949). Describes the proceedings at the meeting held at Raleigh, N. C., October 27-29, 1948.

See also 254, 260, 328-329, 344, 380.

B. State and Local

95. BROOKS, JUANITA. Let's preserve our records. *Utah humanities review*, 2: 259-263 (July, 1948). Urges that journals and other records of the pioneers be placed in depositories for proper care. The author has acted as a Field Fellow of the Henry E. Huntington Library under a Rockefeller grant for the preservation of the history of the Southwest.
96. CASSADY, THEODORE J. Archival services in the Illinois State Library. *Illinois libraries*, 30: 495-499 (Dec., 1948). Gives a brief historical resumé of legislation relating to archives and to the Archives Division of the State Library and summarizes the present services of the Division, including its activities with respect to county records.

97. CATER, HAROLD D. The Minnesota Historical Society in 1948. *Minnesota history*, 30:36-49 (Mar., 1949). Mentions the work of the Manuscript Division and of the Minnesota State Archives Commission.
98. CHAKRAVORTI, S. Virginia State Library. *Indian archives*, 1:213-216 (July, 1947). Includes 11 unpagged plates.
99. COLORADO HISTORICAL SOCIETY. Report of the President, John Evans. *Colorado magazine*, 26:[1]-12 (Jan., 1949). Describes the accomplishments of the Archives Division "in the most successful year since its establishment." Emphasizes the Division's role as a service agency of the State government.
100. CORNELL UNIVERSITY. Collection of Regional History. Third and fourth annual reports of the Curator, 1946-1948. Ithaca, 1948. 67 p. A catalog describing in considerable detail the accessions to the Collection in the past two years. An attempt is being made to follow a "specific program to locate and acquire manuscripts relating to particular subjects with a view to forming units of research material which might attract the attention of students and scholars."
101. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report for the fiscal year July 1, 1947 to June 30, 1948. Dover, 1948. 65 p. Lists accessions of public records received by transfer and of manuscripts received by gift or purchase on p. 27-30, 46-50, and 63.
102. EVANS, CHARLES. The Oklahoma Historical Society, its needs and expansions. *Chronicles of Oklahoma*, 26:399-406 (Winter, 1948-49). Includes a statement on the Archives Department.
103. HISTORICAL FOUNDATION, MONTREAT, N. C. Pictorial guide to the Historical Foundation. Montreat, N. C., 1949. Folder. Includes a description of the overcrowded facilities for housing of archives.
104. ILLINOIS STATE LIBRARY. Biennial report, 1946/48. *Illinois libraries*, 30:[511]-550 (Dec., 1948). The report of the Archives Division appears on p. 520-523.
105. JENNINGS, JOHN M. Archival activity in American universities and colleges. *American archivist*, 12:155-163. (Apr., 1949). Discusses the different organizational approaches that have been made in establishing responsibility for the care of college and university archives and recommends that the archival agency be administratively independent of the library, though housed in proximity to it.
106. JONES, MAUDE. Hawaii Territorial Archives in the war. *American archivist*, 12:45-50 (Jan., 1949).
107. KANSAS. STATE HISTORICAL SOCIETY. Secretary's report, year ending October 19, 1948. *Kansas historical quarterly*, 17:60-68 (Feb., 1949).
108. LANGSDORF, EDGAR. The problem of archives. *Kansas historical quarterly*, 17:77-82 (Feb., 1949). A report by the Archivist of the Kansas State Historical Society on his attendance in the intensive summer course in archives administration offered by the American University in collaboration with the National Archives and the Maryland Hall of Records. Discusses present and future needs of the Archives Division of the Society.
109. [LORD, CLIFFORD L.] Chats with the editor. *Wisconsin magazine of history*, 32:129-134 (Dec., 1948). Describes in detail the critical space needs of the Wisconsin State Historical Society, particularly for the housing of archives.
110. [LORD, CLIFFORD L.] Chats with the editor. *Wisconsin magazine of history*, 32:257-262, 383-384 (Mar., 1949). Discusses the areas where closer cooperation between the Wisconsin State Historical Society and local history societies is indicated. Includes recommendations regarding public records, manuscripts, and business records.
111. [LORD, CLIFFORD L.] Chats with the editor. *Wisconsin magazine of history*, 32:387-388 (June, 1949). Discusses an act of the 1949 legislature of Wisconsin permitting the establishment of local or regional depositories for the preservation of county and local records. The act, which is permissive only, enables

- the Wisconsin State Historical Society to accept title to the records, which are then to be placed in the custody of a proper local depository—the county historian, the local historical society, the public library, or similar agency or institution.
112. MARYLAND. HALL OF RECORDS, *Annapolis*. Thirteenth annual report for the fiscal year July 1, 1947 through June 30, 1948. [Annapolis, 1948] 53 p. Accessions are listed on p. 28-35.
 113. MASSACHUSETTS HISTORICAL SOCIETY, *Boston*. Handbook of the Massachusetts Historical Society, 1791-1948. Boston, 1949. 182 p. The history of the Society is summarized briefly on p. [1]-14, and a list of the major manuscript collections of the Society appears on p. [118]-141.
 114. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. The Michigan Historical Collections. Ann Arbor, 1948. 15 p. (*Bulletin* no. 3.) Outlines the history and accomplishments of the Michigan Historical Collections during their first ten years. The Collections are the depository for Michigania at the University and include the archives of the University.
 115. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1947-1948. Ann Arbor [n. d.] 12 p. Preprinted from the president's report.
 116. [MICHIGAN news] *Michigan history*, 32:391-395 (Dec., 1948). Presents a plea for more adequate funds for the Michigan Historical Commission, particularly with reference to its responsibilities with respect to non-current public records of the State.
 117. NEW YORK HISTORICAL SOCIETY. Annual report for the year 1948. New York, 1949. 143 p. Manuscript accessions are listed on p. 63-67.
 118. OLSON, JAMES C. The Nebraska State Historical Society in 1948. *Nebraska history*, 29:351-358 (Dec., 1948). Includes a brief summary of accomplishments with respect to the public records of the State.
 119. PAST church year in Historical Foundation. *Historical Foundation news*, 5, no. 2: [3-4] (Apr. 1, 1949). A summary report on the activities and services of the Historical Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, N. C.
 120. SMITH, ALICE E. The Society as a research center. *Wisconsin magazine of history*, 32:271-283 (Mar., 1949). The author, who is director of research for both the Wisconsin State Historical Society and the Committee on the Study of American Civilization of the University of Wisconsin, describes the research facilities of the Society. Work of the Manuscript Section and the Archives Division is mentioned briefly.
 121. STEVENS, S. K. The biennial activities of the Pennsylvania Historical and Museum Commission. *Pennsylvania history*, 16:20-30 (Jan., 1949). Mentions briefly the work of the renamed Division of Public Records. Discusses long-range prospects for a new building, but urges that a less pretentious structure be acquired immediately for a records depository.
 122. STORM, COLTON. The care and feeding of a manuscript collection. *Autograph collectors' journal*, 1, no. 1:9-11 (Oct., 1948). A brief description of the policies and practices of the Clements Library in acquisitioning, processing, and controlling manuscript materials.
 123. U. S. CONGRESS. HOUSE. A bill to provide for home rule in the District of Columbia. [Washington] 1948. 137 p. (81-1, H. R. 28.) Provision for an Office of the Archivist of the District of Columbia, within the Executive Office of the District Manager, and for a District Archives Commission is made in sec. 607, p. 36-38. Not passed in the 1st session of the 81st Congress as of June 30, 1949.
 124. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. District of Columbia appropriation bill for 1950. Hearings . . . 81-1. Washington, 1949. 569 p. Funds

for and operations of the Office of Recorder of Deeds are discussed on p. 76-82.

125. U. S. VETERANS ADMINISTRATION. Custodians of public records. April 1949. Washington, 1949. 81 p. (*Pamphlet 2-1*) A new edition of a list of State and Territorial laws relating to births, deaths, divorces, and marriages, and of the title of the official charged with the custody of such records.
126. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1948. Richmond, 1948. 15 p. The report of the Archives Division appears on p. 6-9.
127. WEST VIRGINIA. ARCHIVES AND HISTORY DEPARTMENT. Report, 1946-1948. [Charleston, 1948] 15 p. Covers the period from July 1, 1946, to June 30, 1948. Urges clarification of the functions and duties of the Department and of the University of West Virginia Library with respect to record and manuscript materials.
128. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, one hundred and first annual business meeting, 1947. Madison, 1948. 57 p. The report of the Director mentions the new public records program of the State, as provided by Chapter 316 of the Laws of 1947 (printed on p. 49-50), which established a permanent committee on public records (of which the director of the State Historical Society is a member) and established the Society as the ultimate depository of the archives of the State.

See also 356.

C. Foreign Countries

129. ARCHIVES. No. 1 (Lady Day, 1949). Semiannual. A new journal published by the British Records Association. Will chronicle the meetings and conferences of the Association, print or summarize its regular or special reports, which have formerly been issued in several series, and publish articles of technical or professional interest.
130. THE ARCHIVES Department of the National Palace Museum of Peiping. *Indian archives*, 1: 193-197 (July, 1947).
131. BACHULSKI, ALEX. Literatura archiwalna Z. S. R. R. *Archeion*, 17: 179-188 (1948). Reviews several recent works on the history and theory of archives administration in the U. S. S. R.
132. BĄNKOWSKI, PIOTR. Archiwum Kameralne i jego losy. *Archeion*, 17: 114-143 (1948). A study of the archives of the Treasury and their fate.
133. BARKER, H. W. The history of the United Church Archives. United Church of Canada, Committee on Archives, *Bulletin*, 1: 11-36 (1948).
134. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das Jahr 1948. Basel, 1949. 16 p.
135. BASEL-STADT (CANTON). STAATSARCHIV. Jahresbericht, 1948. Basel, A. Apel [n. d.] 8 p.
136. BERICHT über die Sitzung des Deutschen Archivausschusses in Düsseldorf vom 6. Oktober 1948. *Der Archivar*, 2, no. 1: col. 1-6 (Jan., 1948).
137. BISCHOFF, NORBERT. Archivwesen und Quellenpublikationen in Indien, 1891-1946. *Mitteilungen des Österreichischen Staatsarchivs*, 1: 489-491 (1948).
138. BRITISH RECORDS ASSOCIATION. The annual conference. *Archives*, 1: 39-50 (Lady Day, 1949). Proceedings of the sixteenth annual conference, November 16-17, 1948. Includes the reports of discussion meetings of the Publications Section (p. 39-40); the Records' Preservation Section (p. 40-43), devoted to a consideration of (1) the preservation, nature, and uses of records compiled and preserved by schools and (2) the preservation of old diaries, letters, and photographs; and the Technical Section (p. 44-46), devoted to a consideration of local repair facilities, their problems and possibilities. The discussion meeting of the whole Association (reported on p. 46-49), on the subject of legislation and records, was

devoted to a consideration of new records legislation that is needed to meet the problems imposed by the "trend of modern legislation towards placing semi-public concerns under national or central control." The urgent first step in the solution of this problem, the Association believes, is the passage of legislation setting up a National Inspectorate of Archives, as recommended by the Master of the Rolls' Archives Committee, which would provide a national system of control over archives that are not public records.

139. BRITISH RECORDS ASSOCIATION. Proceedings, no. 12. London, 1948. 19 p. Proceedings of the fifteenth annual conference, November 17-18, 1947. Includes a slightly abbreviated version of a paper by Richard Stileman, "Printing in relation to the publication of records" (p. 2-7); an abstract of the papers read before the Records' Preservation Section on the subject of "Methods of co-operation between local organisations in the preservation of documents" (p. 7-10); a summary of the discussion held by the Technical Section on the matter of adapting existing accommodations to archives storage purposes (p. 10-11); and a summary of the general observations of the Master of the Rolls on the work of the Association during the year, embodying the suggestion that the heavy judicial duties of his position would appear to make desirable the vesting of his executive duties as Keeper of the Rolls (and administrator of the archives) in a separate authority.
140. BRITISH RECORDS ASSOCIATION. Sixteenth report of Council, accounts, and list of members for the year ending 30 September, 1948. [London, 1948] 24 p. The special interest taken by the Association in the effects of socialization on archives is discussed on p. 1.
141. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1947-48. [London, 1948] 5 p.
142. BRULIN, R. HERMAN. Tysklands Arkiv efter Kriget. *Historisk tidskrift*, 1948, p. 276-285.
143. THE BULLETIN; records and proceedings of the Committee on History and Archives of the United Church of Canada. No. 1 (1948). Irregular. A new *Bulletin*, published by the Committee in collaboration with Victoria University, Toronto.
144. CANADA. PUBLIC ARCHIVES. Report for the year 1948. Ottawa, King's Printer and Controller of Stationery, 1948. 252 p. Accessions are listed on p. vii-xiii.
145. CANBERRA, AUSTRALIA. COMMONWEALTH NATIONAL LIBRARY. ARCHIVAL AUTHORITY. Fourth annual report for the year ending December 31st, 1948. [Canberra, 1949] 7 p. Reports on the accomplishments of the year and stresses the need for additional staff and for additional space in Canberra (adequate accommodations have been provided in Melbourne and Sydney) if an effective archival program is to be carried out. Accessions are listed in a 2-page appendix.
146. CEZARD, P. Vers la creation d'une nouvelle section aux Archives Nationales. *Gazette des archives*, new ser., 2:12-15 (July, 1947). Proposes the establishment of a "Section Contemporaine" to handle and provide service on the some 40 tons of documents, many in the German language, that have been received in the Archives Nationales since the liberation.
147. COOLHAAS, W. PH. Het Landsarchief te Batavia. [n. p.] 1949. 11 p. A brief illustrated history of the archives of the Dutch East Indies, reprinted from *Historia*, 14:12-23 (Jan., 1949).
148. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1948. La Habana, 1949. 19 p.
149. DAVIES, WILLIAM L. The preservation of historical records in solicitors' offices. Aberystwyth, National Library of Wales, 1947. 22 p. A paper by the Librarian of the National Library of Wales emphasizing the historical value of records from solicitors' offices and urging that they be bestowed by gift or deposit in the Library as the accredited national records depository.

150. DODD, JOHN. The archives of hospital contributory schemes. *Archives*, 1:35-38 (Lady Day, 1949). Discusses the disposition of archives of hospital contributory schemes in Britain and mentions briefly the disposition of administrative records of voluntary hospitals taken over by the state under the National Health Service Act.
151. DRAGAN, MARCIN. Otwarcie Archiwum Państwowego w Gdańsku. *Archeion*, 17: 236-238 (1948). An account of the opening of the national archives in Danzig.
152. DE DUITSE archieven én de oorlog. *Nederlandsch archievenblad*, 52:107-111 (1947-48). A summary of the effects of World War II on German archives.
153. FONT-REAULX, J. DE. Une expérience de tournée généralisée dans les archives communales. *La gazette des archives*, new ser., 3:8-10 (Jan., 1948). A report on a survey of municipal archives. Urges the segregation of disposable and permanently valuable records and more effective care of the latter.
154. FÜGEDI, ERIK. The war losses of Hungarian private archives. *Journal of Central European affairs*, 8: [282]-284 (Oct., 1948). Stresses the fact that most of these archives that have survived are in complete disorder. In order to preserve the material that remains, the Hungarian Government created an office called the "Ministerial Commissariat for the Preservation of Endangered Private Collections," whose findings to date are summarized in this article.
155. GAZETTE des archives. New series, no. 1. (Jan., 1947). Semiannual. A bulletin published by the Association Amicale et Professionnelle des Archivistes Français. Contains news notes and proceedings of meetings, a "chronique administrative," bibliographies, and articles on professional and technical problems.
156. GODBER, JOYCE. Local archives of Great Britain: I. The county record office at Bedford. *Archives*, 1:10-20 (Lady Day, 1949). The first of a series that will describe the local record repositories of Britain, sketching their history, present staff, premises, and programs, and indicating the extent of their collections.
157. GREAT BRITAIN. PUBLIC RECORD OFFICE. 109th report of the Deputy Keeper of Records. London, His Majesty's Stationery Office, 1949. 16 p.
158. HAGUE. ARCHIEF DER GEMEENTE. Verslag over het jaar 1946. 's Gravenhage, Drukkerij trio [1948?] 5 p.
159. HEYSE, T. Notes d' exil (1940-1945). 2. Le Haut Commissariat belge à Toulouse en 1940 et ses Archives. *Archives, bibliothèques, et musées de Belgique*, 19: 58-62 (1948).
160. HILL, ROSCOE R. Archives [of Latin America]. *Handbook of Latin American studies*: 1945. No. 11. Cambridge, Mass., Harvard Univ. Press, 1948. p. 43-55.
161. HILL, ROSCOE R. Los Archivos Nacionales de la America Latina. La Habana, 1948. 166 p. (Cuba, Archivo Nacional, *Publicaciones*, vol. 19.) Translated from the first edition published in English by the Harvard University Press in 1945.
162. HODSON, V. C. P. Off the record. *Indian archives*, 1:287-288 (Oct., 1947). Urges the formation of a collection, which would be located in London, of manuscript materials written in India in the 18th and early 19th centuries and at present in the possession of descendants of the writers in the United Kingdom.
163. HORTON, A. E. Records and the National Coal Board. *Archives*, 1:28-31 (Lady Day, 1949). Discusses the complex records problems resulting from the Coal Industry Nationalisation Act of 1946.
164. JAFFAR, S. M. The records of the North-West Frontier Province (1849-99). *Indian archives*, 1:294-303 (Oct., 1947). Describes the records of the Central Record Office at Peshawar, which has been established since the close of World War II and to which have been restored the records of the Province that had been transferred to the Imperial Record Department (now the National Archives of India) at New Delhi in 1940.
165. JANKOWSKA, JADWIGE. Działalność Sekcji Archiwalno-Bibliotecznej. *Archeion*, 17:228-235 (1948). Summarizes activities of the Archives and Library Section of the Association of Polish Librarians and Archivists.

166. JENKINSON, HILARY. British Records Association, 1932 to 1947; being a report from the Joint Secretaries on their retirement. London, 1948. 25 p. A review of the first fifteen years of existence of the British Records Association, its achievements and activities, with a history of the events that led to its formation. Presented by the Joint Secretaries, Hilary Jenkinson and Miss I. J. Churchill, on the occasion of their retirement.
167. KACZMARCZYK, KAZIMIERZ. Archiwum Państwowe w Poznaniu w czasie okupacji niemieckiej. *Archeion*, 17:84-100 (1948). Discusses the government archives in Posen during the German occupation.
168. KARWASINSKA, JADWIGA. Józef Siemieński — Dyrektor Archiwum Głównego. *Archeion*, 17:27-53 (1948). A memorial to Joseph Siemienski, director of the Central Archives, who died in 1941 as a result of the war.
169. KLEYNTJENS, J. La dispersion des Archives de Riga. *Archives, bibliothèques, et musées de Belgique*, 19:63-66 (1948). Describes the dispersion of the State Archives of Riga during World War II and mentions the setting up at New-otting of the "Refugee Life Archiv" to collect materials on Letts in exile.
170. KONARSKI, KAZIMIERZ. Nowe zadania polskiej archiwistyki. *Archeion*, 17:23-26 (1948). Presents as the most urgent current problem of Polish archives administration the return of materials seized by the Germans.
171. KUPCZYNSKI, TADEUSZ. Archiwum Elblaskie. *Archeion*, 17:101-113 (1948). An article on the archives of Elbing.
172. LONDON. UNIVERSITY. INSTITUTE OF HISTORICAL RESEARCH. Annual report, 1 August 1947-31 July 1948. [London, 1949] 26 p.
173. LUKIS, MEROULA F. F. The work of the Western Australian Archives Department. *Historical studies, Australia and New Zealand*, 3:313-319 (Feb., 1949). The department was established as the Archives Branch of the Public Library at Perth in 1945, and its holdings embrace both official records and historical manuscripts.
174. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report for 1947-48. [Madras, n. d.] 14 p.
175. MARISCAL, MARIO. Reseña historica del Archivo General de la nacion (1550-1946). Mexico, Secretaria de gobernacion, 1946. 245 p. A history of the Archivo General of Mexico, including lists of its directors and officials.
176. MAROT, PIERRE. La Guerre de 1870-1871 et les archives departementales. *La gazette des archives*, new ser., 3:13-22 (Jan., 1948); 4:22-31 (July, 1948). A study of the effects of the Franco-Prussian War on the Archives Departementales, as revealed in reports and other official documents.
177. NACHTRAGE zu den Berichten der Staats-, Stadt- und Kirchenarchive. *Der Archivar*, 2, no. 1:col. 19-23 (Jan., 1949).
178. NETHERLANDS, RIJKSARCHIEF. Verslagen omtrent 's rijks oude archieven, 1947. 's Gravenhage, Staatsdrukkerij, 1948. 123 p.
179. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, Maastricht. Verslagen over 1947. [n. p., n. d.] 16 p.
180. NORTHAMPTONSHIRE past and present. Northampton, Eng., Northamptonshire Record Society, 1948. 58 p. Includes an article, "Northamptonshire and its Record Society," p. 1-8, stressing the value of local records and summarizing the Society's history.
181. NOVA SCOTIA. PUBLIC ARCHIVES. Report for the year ending 30 November, 1948. Halifax, N. S., King's Printer, 1949. 56 p. The administrative report appears on p. 5-8; the rest of the volume is given over to documentary publication.
182. OXFORDSHIRE, ENG. COUNTY COUNCIL. COUNTY RECORDS JOINT COMMITTEE. The Oxfordshire County Record Office and its records. Oxford, Clerk of the Oxfordshire County Records Joint Committee, 1948. 15 p. (*Record publication* no. 1.) A brief description of the County Record Office and its holdings.
183. PAKISTAN. HISTORICAL RECORDS AND ARCHIVES COMMISSION. Proceedings of the

- first meeting, held at Karachi on the 3rd and 4th December 1948. [Karachi, n. d.] 20 p. The Commission recommends the immediate establishment of a Directorate of Archives at Karachi and the immediate microfilming, following the decision of the Partition Council as regards archives, of the records in the National Archives of India that are of interest to Pakistan.
184. POLISENSKY, J. V. The present state of Czechoslovak archives. *American archivist*, 11:223-226 (July, 1948). Reprinted from London, University, Institute of Historical Research, *Bulletin*, 21:23-26 (May-Nov., 1946).
 185. POSTE, LESLIE I. Books go home from the wars. *Library journal*, 73:1699-1704 (Dec. 1, 1948). Describes the accomplishments of the Offenbach Archival Depot of the Monuments, Fine Arts, and Archives Section of the United States Military Government in Germany in restoring to their rightful owners book and archival materials looted by the Nazis.
 186. RAY, MARGARET. The Archives Department of Victoria University. United Church of Canada, Committee on Archives, *Bulletin*, 1:5-10 (1948). This Department is made up of two collections: the first, which is the property of the United Church of Canada, is known as the Central Collection of Archives of the United Church; the second, which is the property of Victoria University, is known as the Victoria University Collection in Canadian Church History.
 187. RYBARSKI, ANETONI. Wydział Archiwów Państwowych w latach 1945-1947. *Archeion*, 17:196-220 (1948). Reviews the activities of the National Archives of Poland during the period 1945-47.
 188. SASKATCHEWAN. ARCHIVES BOARD. Third report of the Saskatchewan Archives for the period June 1, 1947, to May 31, 1948. Regina, 1948. 31 p.
 189. SCHIECHE, EMIL. Das schwedische Archivwesen in den letzten 20 Jahren. *Der Archivar*, 2, no. 1:col. 25-32 (Jan., 1949).
 190. SIMPSON, GEORGE. Archives in Canada. *American archivist*, 11: 358-366 (Oct., 1948).
 191. SISCO, GEORGE A. A brief account of the history of the Committee on Archives. United Church of Canada, Committee on Archives, *Bulletin*, 1:3-4 (1948).
 192. SOMERSET, ENG. COUNTY RECORDS COMMITTEE. Report, 15th December 1948. Taunton, 1948. 1 p.
 193. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1st July 1947, to 30th June, 1948. [Adelaide, Government Printer, 1949] 4 p. Includes a brief section on archives (p. 2).
 194. SPENCER, RICHARD. The German Patent Office. Patent Office Society, *Journal*, 31: 79-87 (Feb., 1949). Mentions damage inflicted by bombing of the German Patent Office during World War II, the removal of part of the office to potash mines in Bavaria, the destruction by the Germans of secret German patents after the Allied victory, and removal of other records by the Russians.
 195. STOLZ, OTTO AND KARL DÖRRER. Bericht über die Stellung, den Zustand und die Tätigkeit des Landesregierungsarchives für Tirol (Innsbruck) in den Jahren 1938 bis 1948. *Mitteilungen des Österreichischen Staatsarchivs*, 1:482-489 (1948).
 196. SUCHODOLSKI, WITOLD. Archiwa polskie za okupacji (1939-1945). *Archeion*, 17: 54-83 (1948). A description of damages suffered by Polish archives during World War II.
 197. VLUG, H. Two jubilees and the documentation of the public offices in the Netherlands. *Revue de la documentation*, 15, fasc. 1:15-16 (1948). Describes the work of the "Registratueurbureau" (the Bureau for the registry and care of public archives of the Union of Dutch Municipalities), which celebrated its twenty-fifth anniversary on January 1, 1947. This work has included the preparation of a classification scheme (the code of the Union of Dutch Municipalities) and the visiting and inspection of municipal archives to supply advice and informa-

- tion on the application of the system. Also describes the origin and work of the Study-Club for Public Documentation and the central training-institute and examination system for archivists conducted by it in cooperation with the Union of Archivists in the Netherlands.
198. VOLLMER, BERNHARD. Die Lage des deutschen Archivwesens nach dem Kriege. *Europa-Archiv*, 3, no. 10: 1623-1628 (1948).
 199. WALES. NATIONAL LIBRARY. Annual report, 1947/48. Aberystwyth, 1948. 46 p. Describes manuscript accessions and finding aids prepared, p. 13-14 and p. 19-43.
 200. WIESSNER, HEINRICH. Das Kärntner Landesarchiv in den Jahren 1938 bis 1946. *Mitteilungen des Österreichischen Staatsarchivs*, 1: 475-482 (1948).
 201. WENISCH, RUDOLF. Neuaufbau des Bayerischen Verkehrsarchivs in Nürnberg. *Der Archivar*, 2, no. 1: col. 5-20 (Jan., 1949).
 202. ZIONIST CENTRAL ARCHIVES. The Zionist Central archives. [Jerusalem, 1946?] [4] p. A brief statement of its history and collections.
 203. ZÜRICH (CANTON) STAATSARCHIV. Jahresbericht, 1948. Zürich, 1949. 5 p.
 204. ZÜRICH (CITY) STADTARCHIV. Dienstordnung des Stadtarchivs Zürich. Verfügung des Stadtpräsidenten vom 31. März 1949. [Zürich, 1949] 5 p. Regulations for employees of the City Archives.
 205. ZÜRICH (CITY) STADTARCHIV. Verwaltungsreglement des Stadtarchivs. Beschluss des Stadtrates vom 25. März 1949. [Zürich, 1949] 5 p. Regulations for searchers in the City Archives.

See also 69, 318, 355.

D. International Organizations

206. BRAYER, HERBERT O. Report on the meeting of professional archivists called by the United Nations Educational, Scientific and Cultural Organization, June 9 to 11, 1948, Paris, France. *American archivist*, 11: 325-331 (Oct., 1948). Published also in Spanish in Mexico, Archivo General, *Bolétin*, 20: [109]-122 (Jan.-Mar., 1949), under the title, "Consejo Internacional de Archivos en la UNESCO."
207. BUCK, SOLON J. International Council on Archives: European manuscript depositories. Library of Congress, *Information bulletin*, July 13-19, 1948. p. 8-11. Describes the accomplishments of the international conference held under the auspices of UNESCO in Paris, June 9-11, 1948, for the purpose of establishing an international professional organization in the field of archives. Describes also visits to archival and manuscript depositories in Paris, Brussels, The Hague, and London.
208. CLAUS, ROBERT. The archives program of the United Nations. *American archivist*, 11: 195-202 (July, 1948).
209. THE DOCUMENTS of Nuremberg. *Wiener library bulletin*, 3: [9] (Mar., 1949). A discussion of the published and unpublished records of the 13 war crimes trials held in Nuremberg. Distinguishes between the trial before the International Military Tribunal, the records of which are international in character, and the 12 additional trials, commonly referred to as the "subsequent proceedings," which were presented on behalf of the United States of America and the records of which are being deposited in the Historical Records Section, Departmental Records Branch, the Adjutant-General's Office, Washington, D. C.
210. DONKER DUYVIS, F. Rapport général sur la Fédération Internationale de Documentation, 1946-1947. *Revue de la documentation*, 15, fasc. 1: 6-8 (1948).
211. GRASWINCKEL, D. P. M. Internationale organisatie van archivariissen. *Nederlands archievenblad*, 52: 121-122 (1947-48).

212. INTERNATIONAL COUNCIL ON ARCHIVES. Constitution. Paris, United Nations Educational, Scientific, and Cultural Organization, 1949. 9 p. The constitution as adopted at the Inaugural Meeting of the Provisional Council, convened by UNESCO, June 9-11, 1948.
213. JENKINSON, HILARY. An International Council on Archives. *Archives*, 1:5-10 (Lady Day, 1949). A report on the international conference of archivists under the auspices of UNESCO that met in Paris in June 1948.
214. POSNER, ERNST. UNESCO'S concern with archives. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 30-33.

See also 384, 388.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

215. COOPERATIVE COMMITTEE ON LIBRARY BUILDING PLANS. Planning the university library building; a summary of discussions by librarians, architects, and engineers. Ed. by John E. Burchard. Princeton, Princeton Univ. Press, 1949. 145 p. Includes a chapter on air conditioning that will be of interest to archivists as well as librarians.
216. FRICK, S. G. New Princeton Library has eliminated the fire hazard. *Library journal*, 73:1609-1610 (Nov. 1, 1948). Describes the fire protection system that protects seven areas in the Library, including the manuscript stock room and the manuscript workroom.
217. GONDOS, VICTOR. Public records building for Vermont. *American archivist*, 11:234-235 (July, 1948). Includes floor plans for the proposed extension to the State Library building.
218. NEW office building built in older building's light court. *Office*, 29, no. 2:46-48 (Feb., 1949). Describes new accommodations for the records of the Chicago Title and Trust Company, which has Cook County real estate records dating back to 1832.
219. VAN SCHREEVEN, WILLIAM J. The filing arrangement of the Archives Division, Virginia State Library. *American archivist*, 11:248-251 (July, 1948).

See also 139.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

220. BROOKS, PHILIP C. Archival procedures for planned records retirement. *American archivist*, 11:308-315 (Oct., 1948). Traces the steps leading to the development by the National Archives in Washington of general schedules having Government-wide effect in authorizing disposal of records.
221. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Development and application of general schedules. [Washington, 1948] 11 p. Report of the meeting of March 12, 1948, at which Philip C. Brooks, then of the National Archives, John H. Dethman, then of the National Archives, and C. E. Mayhall of the War Assets Administration were the speakers.
222. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Evaluation and preservation of official personnel folders. Washington, 1949. 17 p. Report of the meeting of October 15, 1948, at which Almon R. Wright of the National Archives, Lewis J. Darter of the Navy Department, and D. J. Carr of the Budget Bureau were the speakers.

223. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Sampling techniques in records preservation. Washington, 1948. 16 p. A panel discussion held on December 17, 1949, in which W. Edwards Deming, Bureau of the Budget, Marius Fariolette, Bureau of Internal Revenue, John H. Dethman, Civil Aeronautics Board, and Harry Harman, Department of the Army participated, Ken Munden, Department of the Army, presiding.
224. U. S. ARMY DEPARTMENT. Records administration—disposition of records. [Washington] 1949. 286 p. (*Special regulations* no. 345-920-1, 15 Mar. 1949.) These regulations constitute the basic authority for the disposition of noncurrent files of all elements of the Army. They establish the responsibilities of the heads of Army agencies under the program, describe the purpose and technique of records disposition procedures, explain the function and scope of activity of records depositories to which noncurrent files are retired, and furnish detailed instructions for the retirement and disposition of files of field units and installations. They supersede War Department, *Technical manual* 12-259, 31 July 1945.
225. U. S. ARMY DEPARTMENT. Records administration—uniform retirement procedures. [Washington, 1948] 6 p. (*Special regulations* no. 345-920-1, 30 Dec. 1948.) Supersedes *Memorandum* 15-15-9, 5 March 1948 and *Circular* 60, 1948.
226. U. S. CIVIL AERONAUTICS BOARD. Economic regulations. Pt. 202, Accounts, records, and reports. Section 202.3 as amended to February 1, 1949. Preservation of accounts, records, and memoranda. [Washington] 1949. 4 p. Prescribes the periods of time for which specific categories of air carrier records are to be retained.
227. U. S. TENNESSEE VALLEY AUTHORITY. Scheduling and disposal of records. Prep. by Office Methods Staff. Knoxville, 1949. 151 p. A manual for officials engaged in the appraisal of records.
228. WAGMAN, THEODORE D. Elements of a records disposition survey. *Illinois libraries*, 30:413-416 (Oct., 1948). A talk given before the Interagency Records Administration Conference, Washington, D. C., in November 1947.

See also 34.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

229. BARROW, WILLIAM J. Black writing ink of the colonial period. *American archivist*, 11:291-307 (Oct., 1948).
230. BARROW, WILLIAM J. Procedimiento y equipo usado en el metodo Barrow para restaurar manuscritos y documentos. Mexico, Archivo General, *Boletin*, 19: [217]-228 (1948). Translated, with an introduction by Manual Carrera Stampa, from the English edition of 1943.
231. BRITISH RECORDS ASSOCIATION. TECHNICAL SECTION. Bulletin no. 19. London, 1948. 8 p. Contains brief notes on dust problems in repositories, on the storage of the archives of Bristol during the war, and on danger from inadequate ventilation or bad packing.
232. CHAKRAVORTI, S. A review of the lamination process. *Indian archives*, 1:304-312 (Oct., 1947). The author reviews recent criticisms of the lamination process, but concludes, on the basis of his own tests and researches, that the process is sound and the first effective answer to the demand for "some mechanical means of rehabilitating the documents inexpensively and speedily without any highly skilled labour."
233. FLEETWOOD, GUSTAV. The conservation of medieval seals in the Swedish Riksarkiv. *American archivist*, 12:166-174 (Apr., 1949). Translated and condensed by Margareth Jorgensen from Sweden, Riksarkivet, *Meddelanden för år 1946*.

234. KIMBERLY, ARTHUR E. Insect and bacterial enemies of archives. *American archivist*, 11:246-247 (July, 1948). Discusses and evaluates the more important literature on this subject.
235. KIMBERLY, ARTHUR E. Recent developments in record preservation. *Papers to be read, silver jubilee session. Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 192-194.
236. LEWIS, HARRY F. Research for the archivist of today and tomorrow. *American archivist*, 12:9-17 (Jan., 1949). A review of researches in the causes and mechanisms of paper aging. The author is research associate, the Institute of Paper Chemistry, Appleton, Wisconsin.
237. REICHARDT, GUNTHER. The durability of paper. *Indian archives*, 1:230-232 (July, 1947). An abstract of an article that appeared in the *Library quarterly*, 8:510-520 (Oct., 1938).
238. SEN, S. N. Common errors. *Indian archives*, 1:313-315 (Oct., 1947). Considers some common errors in rehabilitating and protecting manuscripts, including exposure to sun and heat to remove the effects of foxing and the use of DDT and of snakes' slough as a deterrent to insects.
239. U. S. GOVERNMENT PRINTING OFFICE. Control of warp in book covers. [Washington, 1948] 5 p. (U. S. Government Printing Office and Printing Industry of America, Inc., *Joint research bulletin, bindery series* no. 8.)
240. VASA, RAMON C. Preservation of pencil writing. *Indian archives*, 1:325-326 (Oct., 1947). A brief note on a method of preserving pencil writing by using a light wash of skimmed milk. The author invites comments on any deleterious effects of such a process on paper.

See also 138.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

241. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Describable item indexing. By Sherrod East. Washington, 1948. 10 p. A paper read before the meeting of June 11, 1948.
242. JORGENSEN, MARGARETH. Preparing the records checklist. [Washington] 1949. 4 p. (U. S. Adjutant-General's Office, Departmental Records Branch, Historical Records Section, *Seminar paper* no. 4.) Outline of remarks made before the seminar on April 14, 1949.
243. KYTE, E. C. Making letters live again. United Church of Canada, Committee on Archives, *Bulletin*, 1:37-39 (1948). Describes the step-by-step process that is entailed in sorting and listing a collection of "assorted correspondence."
244. MARTIN, DOROTHY V. Use of cataloging techniques in work with records and manuscripts. Washington, 1948. 151. A lecture delivered before the Fourth Intensive Training Program in the Preservation and Administration of Archives offered by the American University in cooperation with the National Archives and the Maryland Hall of Records and repeated, on February 17, 1949, before the seminar of the U. S. Adjutant-General's Office, Departmental Records Branch, Historical Records Section (*Seminar paper* no. 1. [Washington] 1949. 15 p.).
245. RADOFF, MORRIS L. A practical guide to calendaring. *American archivist*, 11:203-222 (July, 1948). The second and concluding installment of this article.
246. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENT RECORDS BRANCH. Reference service guide for Departmental Records Branch. [Washington] 1948. 1 vol.,

looseleaf. An explanation of the system of describable item indexing as developed by the Branch and of its reference catalog.

247. WOLFF, ADAM. *Archiwalne Karty inwentarzowe. Archeion*, 17:151-163 (1948). Urges the indexing of archives on cards rather than in book form.

See also 63, 303.

B. United States in General and Federal Government

248. BRAND, KATHARINE. The personal papers of Ray Stannard Baker. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 4:3-9 (Aug., 1948).
249. BULLOCK, HELEN D. The Personal and professional papers of Frederick Law Olmsted. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 1:8-15 (Nov., 1948).
250. KULSRUD, CARL J. The archival records of the agricultural adjustment program. *Agricultural history*, 22:197-204 (July, 1948.) Describes records in the National Archives.
251. LEGEAR, C. E. The Hotchkiss Map Collection. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 1:16-20 (Nov., 1948). Describes the collection of printed and manuscript maps of Maj. Jedediah Hotchkiss, a topographical engineer in the Confederate States Army.
252. MCCONNELL, ROLAND C. Records in the National Archives pertaining to the history of North Carolina. *North Carolina historical review*, 25:[318]-340 (July, 1948).
253. MCFARLAND, MARVIN W. The General Spaatz Collection. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 3:23-55 (May, 1949). Describes the papers of General Carl Spaatz, which have been deposited in the Library of Congress and which include both personal papers and "extra copies of official documents" of the United States Strategic Air Forces. Includes some comments on air historiography.
254. MEARNS, DAVID C., ed. The Lincoln papers; the story of the collection, with selections to July 4, 1861; introd. by Carl Sandburg. Garden City, N. Y., Doubleday, 1948. 2 vols. A selection of more than 500 documents from the Robert Todd Lincoln Collection in the Library of Congress. The first volume includes a detailed history of the collection.
255. OWEN, THOMAS M. How the National Archives can aid genealogists. *Alabama historical quarterly*, 8:25-34 (Spring, 1946). Describes materials in the National Archives of value for genealogical research, with emphasis on the holdings of the Veterans Records Branch.
256. PETERSON, CLARENCE S., comp. American-Scandinavian diplomatic relations, 1776-1876. [Baltimore?] 1948. 92 p. A calendar of documents in the National Archives, the Library of Congress, and private collections.
257. POMRENZE, SEYMOUR J. Materials in the National Archives relating to Cuba. Cuba. Archivo Nacional. *Bolétin*, 47:47-68 (Jan.-Dec., 1948). A reprint in English of National Archives, *Reference information circular* no. 34, followed by a Spanish translation by Antonio Méndez Anayo.
258. STERN-TAEUBLER, SELMA. Acquisitions. *American Jewish archives*, 1, no. 2:53-64 (Jan., 1949). Lists recent accessions to the American Jewish Archives, Hebrew Union College, Cincinnati, Ohio.
259. STURMAN, DOUWE. The Nazi Collection: a preliminary note. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 1:21-22 (Nov., 1948). Indicates briefly the nature of the Nazi materials collected by the Library of Congress Mission to Europe, which include the Nazi Party archives, the police records, the Chancellery papers, and a vast quantity of other holdings.
260. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quar-*

- terly *journal of current acquisitions*, 6, no. 3:80-94 (May, 1949). Written by Dr. Solon J. Buck, this report covers two years and describes materials acquired by the Division of Manuscripts since February 1, 1947.
261. U. S. LIBRARY OF CONGRESS. Centennial of the Oregon Territory exhibition, September 11, 1948 — January 11, 1949. Washington, 1948. 76 p. The catalog of the exhibition, which included items lent by the National Archives.
 262. U. S. LIBRARY OF CONGRESS. Centennial of the Territory of Minnesota exhibition, March 5, 1949 — June 15, 1949. Washington 1949. 74 p. The catalog of the exhibition, which included items lent by the National Archives.
 263. U. S. LIBRARY OF CONGRESS. An exhibition commemorating the settlement of Georgia, 1733-1948; February 14, 1948 — May 12, 1948. Washington, 1948. 92 p. The catalog of the exhibition, which included items lent by the National Archives.
 264. U. S. NATIONAL ARCHIVES. Civilian personnel records in the National Archives. By Seymour J. Pomrenze. [Washington, 1948] 26 p. (*Reference information circular* no. 37.)
 265. U. S. NATIONAL ARCHIVES. Guide to the records in the National Archives. Washington, 1948. 684 p. The text and Appendix A of this *Guide*, which supersedes the *Guide* of 1940, describes records accessioned through June 30, 1947. Restrictions on the use of particular record groups are listed in Appendix B; general regulations for the use of records, promulgated by the Archivist on January 1, 1948, are given in Appendix C; and a classified list of record groups constitutes Appendix D.
 266. U. S. NATIONAL ARCHIVES. Interior Department centennial, 1849-1949; an exhibit presented by the National Archives. [Washington, 1949] 23 p. The catalog of the exhibit.
 267. U. S. NATIONAL ARCHIVES. List of documents concerning the negotiation of ratified Indian treaties, 1801-1869. Comp. by John H. Martin. Washington, 1949. 175 p. (*Special list* no. 6.)
 268. U. S. NATIONAL ARCHIVES. A list of Federal agencies terminated since 1933 and agencies now having custody of their personnel records. Comp. by Guy A. Lee, 1945; rev. by Seymour J. Pomrenze. Washington, 1948. 15 p.
 269. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Haiti. By Seymour J. Pomrenze. [Washington, 1949] 13 p. (*Reference information circular* no. 40.)
 270. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to India. By Purnendu Basu. [Washington, 1949] 11 p. (*Reference information circular* no. 38.) Dr. Basu, Assistant Director of the National Archives of India, prepared this report for the National Archives of the United States.
 271. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to transportation. [Washington, 1948] 39 p. (*Reference information circular* no. 36.) Supersedes *Reference information circular* no. 16.
 272. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to World War II. [Washington, 1949] 32 p. (*Reference information circular* no. 39.)
 273. U. S. NATIONAL ARCHIVES. National Archives accessions. No. 34-37. [Washington] 1948-49. Issued quarterly as an appendix to the *Annual Report* of the Archivist of the United States.
 274. U. S. NATIONAL ARCHIVES. Preliminary inventory of the land-entry papers of the General Land Office. Comp. by Harry B. Yoshpe and Philip P. Brower. Washington, 1949. 77 p. (*Preliminary inventory* no. 22.)
 275. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of naval establishments created overseas during World War II. Comp. by Richard G. Wood. Washington, 1948. 8 p. (*Preliminary inventory* no. 13.)
 276. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Adjutant

- General's Office. Comp. by Lucille H. Pendell and Elizabeth Bethel. Washington, 1949. 149 p. (*Preliminary inventory* no. 17.)
277. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Board of Investigation and Research—Transportation. Comp. by Leo Pascal. Washington, 1949. 12 p. (*Preliminary inventory* no. 19.)
278. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Yards and Docks. Comp. by Richard G. Wood. Washington, 1948. 28 p. (*Preliminary inventory* no. 10.)
279. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Chemical Warfare Service. Comp. by Raymond P. Flynn. Washington, 1948. 5 p. (*Preliminary inventory* no. 8.)
280. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Civilian Conservation Corps. Comp. by Harold T. Pinkett. Washington, 1948. 16 p. (*Preliminary inventory* no. 11.)
281. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Federal Trade Commission. Comp. by Estelle Rebec. Washington, 1948. 7 p. (*Preliminary inventory* no. 7.)
282. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Forest Service. Comp. by Harold T. Pinkett. Washington, 1949. 17 p. (*Preliminary inventory* no. 18.)
283. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Maritime Labor Board. Comp. by Caroline W. Hiatt and Salvatore D. Nerboso. Washington, 1949. 7 p. (*Preliminary inventory* no. 20.)
284. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office of the Paymaster General. Comp. by Roland C. McConnell. Washington, 1948. 16 p. (*Preliminary inventory* no. 9.)
285. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Senate Committee on Appropriations: Subcommittee on Inquiry in re Transfer of Employees, 1942. Comp. by Theodore J. Cassady and Harold E. Hufford. Washington, 1948. 8 p. (*Preliminary inventory* no. 12.)
286. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Counsel for the Prosecution of Axis Criminality. Comp. by Fred G. Halley. Washington, 1949. 182 p. (*Preliminary inventory* no. 21.)
287. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Direct Tax Commission for the District of South Carolina. Comp. by Jane Greene. Washington, 1948. 8 p. (*Preliminary inventory* no. 14.)
288. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Secret Service. Comp. by Lyle J. Holverstott. Washington, 1949. 16 p. (*Preliminary inventory* no. 16.)
289. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the War Production Board. Comp. by Fred G. Halley and Josef C. James. Washington, 1948. 59 p. (*Preliminary inventory* no. 15.)
290. U. S. NATIONAL SECURITY RESOURCES BOARD. MOBILIZATION PROCEDURES AND ORGANIZATION OFFICE. Mobilization planning file, supplement to War Production Board records; description and use of file. [Washington] 1949. 28 p. Includes sample entries and a list of "subject areas" and code numbers for the mobilization planning file index. The file and its indexes are in the National Archives.
291. U. S. NATIONAL SECURITY RESOURCES BOARD. MOBILIZATION PROCEDURES AND ORGANIZATION OFFICE. Selected list of documents in the mobilization planning file of War Product Board records pertaining to problems and methods of production control administration during World War II. [Washington] 1949. 373 p. The documents itemized in this list are in the National Archives.
292. U. S. PRICE ADMINISTRATION OFFICE. OPA bibliography, 1940-1947; publications of the Office of Price Administration and its predecessor agencies. By W. J.

- Wilson, Mabel Randolph, and others. [Washington, 1948] 441 p. (*Historical reports on war administration: Office of Price Administration miscellaneous publication no. 3.*) A comprehensive listing of printed and processed materials, including those intended for internal as well as external distribution. "The underlying collection of documents it describes is being deposited intact in the National Archives, arranged in the same order and with the items marked with the same identifying symbols used in this volume" (letter of transmittal).
293. U. S. STRATEGIC BOMBING SURVEY. Index to records of the United States Strategic Bombing Survey. Washington, 1947. 317 p. The statistical and documentary materials to which this publication is an index are in the National Archives and comprise the background and supporting data for the Survey's published reports.

C. State and Local

294. CURTIS, CAROLYN. A note on the Burlington records in the Newberry Library. Business Historical Society, *Bulletin*, 22:115-118 (June, 1948). Describes the use that has been made to date by scholars working in these records and progress that has been made by the Library staff in cataloging and preparing a guide to them.
295. DELAWARE. PUBLIC ARCHIVES COMMISSION. A calendar of Ridgely family letters, 1742-1899, in the Delaware State archives; ed. and comp. by Leon de Valinger, Jr., State archivist, and Virginia E. Shaw, classifier. Family data supplied by Mrs. Henry Ridgely. Vol. I. Dover, Del., Pub. priv. by some descendants of the Ridgely family for the Public Archives Commission, 1948. 385 p. The first of a projected series of three volumes.
296. HEILBRON, BERTHA L. Documentary panorama. *Minnesota history*, 30:14-23 (Mar., 1949). Describes a John Stevens' panorama of the "Indian Massacre in Minnesota in 1862," which is in the custody of the Minnesota Historical Society.
297. JACOBSEN, EDNA L. History in the State Library. *New York history*, 30: 102-105 (Jan., 1949). Includes a brief report on preparations for the New York State Freedom Train.
298. MARYLAND. HALL OF RECORDS, Annapolis. Index holdings. [Annapolis, 1949?] 9 p. (*Bulletin no. 8.*) Lists unpublished indexes available to searchers at the Maryland Hall of Records.
299. MARYLAND. HALL OF RECORDS COMMISSION. Calendar of Maryland State papers. No. 3. The brown books. By Roger Thomas. Annapolis, 1948. 180 p. (*Publications no. 6.*)
300. NEW YORK PUBLIC LIBRARY. MANUSCRIPT DIVISION. Manuscript Division accessions during 1947. New York Public Library, *Bulletin*, 52: 357-361 (July, 1948).
301. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. The Eric Norden Collection; an inventory of a group of survey plats drawn for the most part by the late Eric Norden and covering land areas located chiefly in southeastern North Carolina. Comp. by Henry Howard Eddy and Frances Harmon. Raleigh, N. C., State Department of Archives and History, 1949. 40 p.
302. NORTON, MARGARET C. Winning our freedom — an exhibit. *Illinois libraries*, 30: 455-465 (Nov., 1948). Catalog of an exhibit of Illinois materials prepared by the Archives Department of the Illinois State Library on the occasion of the visit of the Freedom Train.
303. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Publications nos. 6 (rev. ed.), 10-12. Salem, 1948. These comprise a revised "Statement of inventory principles"; "What you can write about the history of your home town"; "Basic entries for record groups"; and an inventory of "Records of the State Board of Barber Examiners." An informational leaflet, "Oregon's public records — what they

mean to you, what care they need, what is being done" (Salem, 1949) has also been issued by the Archives Division.

304. [PENNSYLVANIA. HISTORICAL SOCIETY. LIBRARY] Supplement to the guide to the manuscript collections in the Historical Society of Pennsylvania. *Pennsylvania magazine of history and biography*, 72:276-283 (July, 1948).
305. PRESBYTERIAN HISTORICAL SOCIETY. Primary source materials on Western life in America at the Presbyterian Historical Society, 520 Witherspoon Building, Philadelphia, Pa. [Philadelphia, 1948] 4 p. (*Presbyterian key*, 4, no. 1, Dec., 1948).
306. RECENT acquisitions. *Mississippi Valley historical review*, 35:546-555 (Dec., 1948). A list to be published annually in the December issue of the *Mississippi Valley historical review*, mentioning the more important manuscript acquisitions of university, State, and city libraries for the year covered. Will omit additions to the Library of Congress and the National Archives.

See also 100-101, 112-113, 117, 328-329, 344.

D. Foreign Countries

307. BAŃKOWSKI, PIOTR. Najstarszy, nieznany, inwentarz Archiwum Koronnego z roku 1740. *Archeion*, 17:147-150 (1948). Discusses the oldest records inventory of the Crown Archives of the year 1740.
308. BORAH, WOODROW. The Cathedral Archive of Oaxaca. *Hispanica American historical review*, 28:[640]-645 (Nov., 1948). A guide to the contents of the Cathedral Archives, which are "remarkably complete from about the middle of the eighteenth century to the War of the Reform and French Intervention."
309. BRONEER, OSCAR. Records of the American School of Classical Studies at Athens. *American archivist*, 12:42-44 (Jan., 1949).
310. EEGHEN, I. H. VAN. De doop- en trouw- en begraafboeken te Amsterdam van voor de invoering van de burgerlijke stand. *Nederlands archievenblad*, 52:66-76, 123-132 (1947-48).
311. GREAT BRITAIN. PUBLIC RECORD OFFICE. Treaties, catalogue of an exhibition at the Public Record Office. London, His Majesty's Stationery Office, 1948. 46 p. Lists 52 representative treaty documents from 1197 to 1934.
312. HISTORICAL manuscripts. London University. Institute of Historical Research, *Bulletin*, 21:257-281 (May-Nov., 1948). Lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
313. JAFFAR, S. M. A guide to the archives of the Central Record Office, N[orth]-W[est] F[rontier] Province. Peshawar, Govt. Print. and Stationery, 1948. 50 p.
314. LANCASHIRE, ENG. COUNTY COUNCIL. COUNTY RECORDS OFFICE. Guide to the Lancashire Record Office. By R. Sharpe France. Preston, Lancashire County Council, 1948. 121 p. (*Record publication* no. 2.)
315. LAROCHE, C. Les archives du Ministère de la France d'Outre Mer. *La gazette des archives*, new ser., 4:15-20 (July, 1948). Indicates the nature of the records still in the Ministry, as well as those deposited in the Archives Nationales.
316. MCGUFFIE, T. H. Report on the military papers of Field-Marshal Sir George Nugent, Bart. (1757-1849), in the Royal United Service Institution Library. London University. Institute of Historical Research, *Bulletin*, 21:225-232 (May-Nov., 1948).
317. MARIS, A. JOHANNA. De twee amstellandse rekening-rollen uit den tijd van Bisschop Guido van Utrecht. *Nederlands archievenblad*, 52:77-83 (1947-48).
318. MILLARES CARLO, AGUSTÍN. Repertorio bibliográfico de los archivos mexicanos y de las colecciones diplomáticas fundamentales para la historia de México [por] Agustín Millares Carlo y José Ignacio Mantecon. Mexico, Impr. Aldina, 1948.

- 186 p. (*Publicaciones del Instituto de Historia*, 1. ser., no. 6.) Part 1 (p. 5-88) lists works relating to or descriptive of Mexican archives or archives relating to Mexico; part 2 (p. 93-150) lists documentary publications.
319. PHILLIMORE, R. H. Historical maps of the Survey of India. *Indian archives*, 1: 198-205 (July, 1947).
320. RAMSBOTHAM, R. B. The Woodstock (Oxfordshire) Town Archives. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 1-5.
321. SHARMA, DASARATHA. Proceedings of the Survey Department, 1865-1873; their general character. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 169-171.
322. SPEAR, T. G. Report on the records of the Chief Commissioner's Office, Delhi. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 6-12.

See also 144-145, 156, 164, 182, 199.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

323. DIRECT copying with Printon. Army Map Service, *Bulletin*, no. 28:2-12 (Nov., 1948). Describes a method for the photographic reproduction of maps with faithful rendition or duplication of color.
324. ELLINGER, WERNER B. An inexpensive microprint reader. *College and research libraries*, 10:37-38 (Jan., 1949). A note on the camera and microprint reader described by Joseph Goebel, *Schrift, Letter, Mikrokopie* (Mainz, Druck der Mainzer Presse, 1940).
325. EVANS, LUTHER H. Images from the air: the beginnings of Ultrafax. *Journal of documentation*, 4: [248]-250 (Mar., 1949). Describes the first public transmission of message by Ultrafax, a union and an application of the principles of television and photography, at the Library of Congress, on October 21, 1948. Developed by the Radio Corporation of America, the system is capable of transmitting and receiving written or printed messages and documents at a rate of a million words a minute.
326. FEIBELMAN, HERBERT U. Microphotography and the record problems of our courts. American Judicature Society, *Journal*, 33:6-10 (June, 1949). Suggestions on the microphotographing of the records of the United States district courts.
327. FINLAYSON, C. P. AND I. D. THOMSON. An improvised document copying camera. Library Association, *Record*, 50:213-214 (Aug., 1948). Describes a successful attempt to use a "quite primitive" square bellows studio camera for document photography.
328. JENKINS, WILLIAM S. The Legislative Documents Microfilm Project. *Illinois libraries*, 30:466-470 (Nov., 1948). Reprinted, with a few changes, from Library of Congress, *Quarterly journal of current acquisitions*, 4, no. 3:60-64 (May, 1947). Describes accomplishments only through December 1946.
329. JENKINS, WILLIAM S. Records of the States of the United States; a microfilm compilation. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 3:3-7 (May, 1949). Describes the classification and manner of internal organization on reels of film (none of which is yet ready for distribution) of the manuscript and printed official records of the States reproduced under the joint auspices of the Library of Congress and the University of North Carolina since 1941.
330. LACY, DAN. Microfilming as a major acquisitions tool: policies, plans, and problems. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 3:

- 8-17 (May, 1949). Outlines a basic policy for a genuinely cooperative micro-filming program involving all major American libraries, in which the maximum amount of the total resources available to those libraries for microfilm work would be applied to the initial filming of materials, including archival materials, that are not now available to American scholars or that, like wood-pulp papers, are in danger of deterioration, rather than to the acquisition of positive prints of materials already filmed elsewhere.
331. MARICHAL, ROBERT. Application du microfilm aux Archives d'État. *Papers to be read, silver jubilee session, Indian Historical Records Commission, Delhi, 1948*. New Delhi, Government of India Press, 1948. p. 13-19.
 332. THE MICROCARD bulletin. No. 3 (Mar., 1949). Middletown, Conn., The Microcard Foundation, 1949. 4 p. Lists the microcards that are actually in stock and ready for delivery. Emphasizes the fact that the microcarding process does not require two copies of an original text or the dismemberment of the text being copied, as had been originally supposed. Also published during the year was *Microcard bulletin* no. 2, issued in September 1948, which was a revised edition of *Bulletin* no. 1, issued in June 1948.
 333. NOLL, DANIEL F. From the microphotographer's mail. *American archivist*, 11: 238-245, 316-324 (July, Oct., 1948); 12: 36-41 (Jan., 1949). A question-and-answer series drawn from the experience of the National Archives and intended to supply answers to the questions that are posed repeatedly by persons seeking advice with respect to the application of microphotography to records.
 334. NOLL, DANIEL F. The present legal status of microphotographed business records. *Journal of accountancy*, 86: 28-33 (July, 1948).
 335. NORVELL, WILLIAM L. Television for management. *Systems for modern management*, 13, no. 2: 10-11 (Feb., 1949). Describes Vericon, a system of coaxially transmitted industrial television (wired, not broadcast) for control and informational purposes in business, industry, and government. Facsimile transmission of records between offices within an institution is suggested as one of its potentially most important uses.
 336. PENNSYLVANIA ECONOMY LEAGUE, Inc. BERKS COUNTY BRANCH. Better recording at less cost through photography. Reading, Pa., 1948. 37 p. A report prepared for the County Commissioners of Berks County. Relates to the use of photocopy recording in the offices of the recorder of deeds, register of wills, and prothonotary.
 337. PHOTOGRAPHIC copies of business and public records as evidence. *Iowa law review*, 34, no. 1: 83-90 (Nov., 1948). Reviews legislation and court decisions of the past ten years and urges that "corrective uniform legislation is necessary if the law of evidence is to keep pace with scientific developments recognized and regularly used in the business world."
 338. POINDRON, PAUL. Problemes internationaux pris par la reproduction photographique des documents. *Revue de la documentation*, 15: no. 2: 46-48 (1948).
 339. ROCKEFELLER FOUNDATION. Annual report, 1948. New York [1949] 425 p. A brief statement relating to the Foundation's grant of \$20,000 to the National Archives for producing basic microfilm stocks of records in its custody appears on p. 289-290. The Foundation's grant to the University of Oklahoma for the development of archival resources on Oklahoma history is discussed on p. 290-292.
 340. RECORDAK CORPORATION. 50 billion records can't be wrong. [New York, 1948?] 36 p. A brochure describing the equipment and services offered by the Corporation.
 341. STEINER, W. A. Papers in early American prize cases. *Journal of documentation*, 4: [90]-91 (Sept., 1948). A brief note relating to the reproduction of these records as a file microcopy by the National Archives.
 342. STUBENRAUCH, A. V. The use of photography on business records. *Filing bulletin*,

- 17:41, 46 (Mar.-Apr., 1949). A very brief account of the various photographic processes and photographic contract services that are available for reproducing business records.
343. U. S. ARMY DEPARTMENT. Records administration—microfilming of records. [Washington] 1949. 9 p. (*Technical manual* 12-257, *Changes* no. 1.) Shows additions to and deletions from *Technical manual* 12-257, issued on March 13, 1946.
344. U. S. LIBRARY OF CONGRESS. State Documents Microfilm Project; progress report, 1947-1948. [Washington, 1948] 31 p. Describes progress made in the joint program of the Library of Congress and the University of North Carolina in microfilming the early published official records of the States. Certain manuscript and newspaper materials have also been reproduced. The project was initiated in 1941, suspended during the war, and resumed in 1946.
- See also* 49-50, 63, 64.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

345. AMERICAN ASSOCIATION OF REGISTRATION EXECUTIVES. The confidential nature of birth records. Washington, 1949. 10 p. A policy for uniform procedures in all the States for the handling of birth records, recommended by the American Association of Registration Executives and the Council on Vital Records and Statistics and endorsed by the Children's Bureau and the National Office of Vital Statistics.
346. AMERICAN POLITICAL SCIENCE ASSOCIATION. Forty-fourth annual meeting. *American political science review*, 43:107-128 (Feb., 1949). The Association's resolutions protesting the discontinuance of the State Department's *Treaties and other international acts* edited by Hunter Miller, and favoring the acceleration of the publication of the *Foreign relations* series and of the *Archives of the German Foreign Office* are recorded on p. 125-126.
347. APPS, D. W. Authentication of documents. U. S. Judge Advocate General's Office (Navy), *JAG journal*, Mar., 1949, p. 2-4. Relates to the authentication of copies of documents presented as evidence in courtmartial trials.
348. [BRIDGES, STYLES] Records pertaining to marriages and divorces. *Congressional record*, 95:2807-2808 (Mar. 18, 1949). Remarks by Senator Bridges introducing, for the American Association of Registration Executives, a joint resolution (81-1, *S. J. Res.* 66) by the terms of which the Congress would call upon the respective States to centralize their records relating to marriages and divorces.
349. BUTTERFIELD, LYMAN H. The papers of Thomas Jefferson: progress and procedures in the enterprise at Princeton. *American archivist*, 12:131-145 (Apr., 1949). Discusses some of the editorial problems that have arisen in connection with publishing the Jefferson papers.
350. CHALONER, W. H. Business records as a source of economic history with special reference to their selective preservation in libraries. *Journal of documentation*, 4: [5]-13 (June, 1948). Surveys recent English works in economic history that have been based on business records and suggests types of business records that may be destroyed or that need to be preserved. A short bibliography is appended.
351. CLARK, THOMAS D. The archives of small business. *American archivist*, 12:27-35 (Jan., 1949). A paper read before the joint session of the Society of American Archivists with the American Historical Association at Cleveland, Ohio, December 27, 1947. Stresses the research possibilities of the records of small business.

352. COCHRAN, THOMAS C. The Pabst Brewing Company; the history of an American business. New York, New York Univ. Press, 1948. 451 p. The bibliography includes (p. 407-411) a list of "Records in the Archives of the Pabst Brewing Company, Milwaukee, Wisconsin (complete 1844-1919; selected, 1920-1932)," which "may give the future historians an idea of what to look for when studying similar manufacturing enterprises."
353. EPSTEIN, ALBERT S. Union records as statistical sources. [Washington, 1948] 6 p. A paper read before the annual meeting of the American Statistical Association, Cleveland, Ohio, 1948. In the second part of the paper the author shows how membership, contract, and financial records of a union may be used 'as sources of statistical data for administrative purposes.
354. GERLICH, WILHELM. Die Entzifferung von historischen Geheimschriften. Mit sechs Abbildungen. *Mitteilungen des Österreichischen Staatsarchivs*, 1:445-469 (1948).
355. GERMANY. AUSWÄRTIGES AMT. Documents on German foreign policy, 1918-1945: Series D (1937-1945). Vol. I. From Neurath to Ribbentrop (September 1937-September 1938). Washington, 1949. cv, 1220 p. (State Department. *Publication* 3277.) The first volume to be published by the United States in the combined Anglo-American-French program of publishing jointly documents from the captured archives of the German Foreign Ministry and the Reich Chancellery. The editors have begun their work with the fourth series (D). Volumes covering earlier years will be published subsequently. A brief history of the dispersal of the Foreign Ministry Archives during the war and the manner in which they came into Anglo-American custody, together with a discussion of some of the editorial problems encountered in publishing them, is given in the General Introduction, p. vii-xiii; and a summary analysis of the Foreign Ministry Archives in Anglo-American custody is given in Appendix I, p. 1177-1185.
356. GOSNELL, CHARLES F. Historic documents commence a tour. *Library journal*, 74: 345-347 (Mar. 1, 1949). Describes the New York State Freedom Train, which had just begun a year's tour of the State under the auspices of the State Library.
357. HASKINS, GEORGE L. Court records and history. *William and Mary quarterly*, 3d ser., 5: [547]-552 (Oct., 1948). Urges that more research be undertaken in American legal history of the colonial period and stresses the value of court records for both legal and social history.
358. HASSLER, F. Archivar und Technikgeschichte. *Der Archivar*, 2, no. 1: col. 24-26 (Jan., 1949).
359. HIDY, RALPH W. Problems in collaborative writing of business history. Business Historical Society, *Bulletin*, 23:67-77 (June, 1949). Includes a brief discussion of the questions of the availability and adequacy of a firm's records.
360. INSTITUTE OF EARLY AMERICAN HISTORY AND CULTURE, Williamsburg, Va. Rules for preparing manuscripts. [Williamsburg, 1949] 12 p. Suggestions for the form of citation of archival and manuscript material are given on p. 7.
361. LACY, GEORGE J. Questioned documents. *Indian archives*, 1:316-324 (Oct., 1947). Reprinted from the *American archivist*, 9:267-275 (Oct., 1946).
362. MONAGHAN, JAY. Autographs—real and forged. Illinois State Historical Society, *Journal*, 42:80-83 (Mar., 1949). Discusses forgeries of Lincoln autographs.
363. NAMES on archives building. *Illinois libraries*, 30:258-259 (June, 1948). Describes an exhibit at the Illinois State Archives in honor of the individuals whose names have been inscribed on the building.
364. NORONA, DELF. The Freedom Train in West Virginia. *West Virginia history*, 10: [149]-160 (Jan., 1949).
365. PALTSITS, VICTOR H. The bogus Washington Commission. *Autograph collectors'*

- journal*, 1: no. 1:4-8 (Oct., 1948). Describes the internal and external evidence by the use of which the author concluded that the copy of the Washington Commission in the possession of the Washington Headquarters, Morristown, New Jersey, is a forgery.
366. PETERSEN, WILLIAM J. The Freedom Train in Iowa. *Palimpsest*, 29:269-281 (Sept., 1948).
 367. PUGH, R. B. The publication of modern records. *Archives*, 1:31-35 (Lady Day, 1949). Discusses the unanswered problems of selection and organization that the complexity and bulk of modern records, both public and private, impose on any endeavor to publish them.
 368. READ, CONYERS. Recent United States and British Government publications on the London Naval Conference of 1930. *American historical review*, 54:307-314 (Jan., 1949). Raises questions with respect to the basis of selection of materials appearing in official documentary publications.
 369. SUCHODOLSKI, WITOLD. Archiwa wobec dzisiejszej problematyki badań historycznych. *Archeion*, 17:20-22 (1948). A discussion of archives in relation to historical research.
 370. TATE, W. E. The use of archives in education. *Archives*, 1:20-28 (Lady Day, 1949). Urges the use of local archives of all descriptions in the teaching of history in the elementary schools.
 371. THORNTON, H. J. America's Freedom Train. *Palimpsest*, 29:257-268 (Sept., 1948).
 372. U. S. ARMY DEPARTMENT. Historical reports. [Washington, 1949] 2 p. (*Special regulations* no. 345-105, 3 Feb. 1949.) General regulations concerning the responsibility for the preparation of current war diaries, activities reports, and narrative reports, with supporting documents and staff section reports. Supersedes *Army regulations* no. 345-105, 18 November 1929, including C 5, 1 May 1946.
 373. U. S. ARMY DEPARTMENT. Preparation of historical reports. [Washington] 1949. 8 p. (*Special regulations* no. 345-105-1, 3 Feb. 1949.) Detailed instructions for the preparation and disposition of the current historical reports required to be prepared by *Army regulations* no. 345-105. Supersedes *Army regulations* 345-105, 18 November 1929, including C 5, 1 May 1946.
 374. U. S. ARMY DEPARTMENT. HISTORICAL DIVISION. Opportunities for research in the Department of the Army. [Washington, 1948] 9 p. A brief statement to make known to scholars in the fields of the social studies the nature and extent of documents under the control of the Department of the Army that offer opportunities for research and writing. Includes a list of selected topics for research and writing and a copy of the application form or interview record of applicants requesting permission to use official files.
 375. U. S. ARMY DEPARTMENT. HISTORICAL DIVISION. Style manual for military history. 2d rev. [Washington] 1949. 78 p. Prepared for use in the publication of *The United States Army in World War II*. Suggestions for the citing of archival materials are given on p. 51-57.
 376. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Department of State appropriation bill for 1950. Hearings . . . 81-1. Washington, 1949. 1004 p. Funds for collecting and editing the *Territorial papers of the United States* are discussed on p. 425-427.
 377. U. S. PRESIDENT, 1945- (TRUMAN) Executive Order 10006. Preparation, presentation, filing, and publication of Executive orders and proclamations. *Federal register*, 13:5927, 5929 (Oct. 12, 1948). The major change effected by this order, dated October 9, 1948, requires publication in the *Federal register* of all Executive orders, eliminating the need for printing slip copies of Executive orders affecting only persons named therein.
 378. U. S. PRESIDENT, 1945- (TRUMAN) Executive Order 10033. Regulations governing the providing of statistical information to intergovernmental organizations.

- Federal register*, 14: 561-562 (Feb. 9, 1949). Provides generally that the Director of the Bureau of the Budget shall determine, with the concurrence of the Secretary of State, what statistical information shall be provided in response to official requests received by the United States Government from any intergovernmental organization of which this country is a member, and which Federal agency or agencies shall prepare the information.
379. U. S. STATE DEPARTMENT. Policy on disclosing files on representatives of international groups. State Department, *Bulletin*, 19:235-236 (Aug. 22, 1948). A letter from Secretary of State George C. Marshall to Senator Chapman Revercomb, refusing to make accessible the visa files of the State Department relating to persons admitted into the United States as accredited representatives to the United Nations or other international organizations.
380. WOLKINSON, HERMAN. Demands of Congressional Committees for Executive Papers. Pt. 1. *Federal bar journal*, 10:103-150 (Apr., 1949). An historical account of Presidential action following Congressional demands for information and papers.
- See also 80, 83-84, 86-87, 90, 138-139, 201, 209, 222, 255, 297.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

381. BHATTACHARYYA, B. Palm-leaf manuscripts and their preservation. *Indian archives*, 1:233-234 (July, 1947).
382. SAUL, PATRICK. A brief note on archives of sound recordings. *Journal of documentation*, 4:[87]-89 (Sept., 1948). Enumerates briefly the chief repositories of sound recordings in Britain and elsewhere.
383. SURI, J. H. Palm-leaf manuscripts in Jaisalmir. *Indian archives*, 1: 234-235 (July, 1947).
384. UNITED NATIONS. COMMUNICATIONS AND RECORDS DIVISION. ARCHIVES SECTION. Union list of U.N.R.R.A. film; a guide to motion picture records produced by agencies throughout the world on the activities of the United Nations Relief and Rehabilitation Administration, 1943-1947. Lake Success, N. Y., 1949. 21 p. (Reference guide no. 5.) A union list of motion picture film footage made by UNRAA itself and by government or private agencies for UNRAA or for independent purposes.
385. U. S. LIBRARY OF CONGRESS. REFERENCE DEPARTMENT. MAPS DIVISION. Maps; their care, repair, and preservation in libraries. By Clara Egli LeGear. Washington, 1949. 46 p. A manual on the processing, care, and administration of all kinds of maps.
386. WALLS, HOWARD L. Film-collection program. Society of Motion Picture Engineers, *Journal*, 52: 5-8 (Jan., 1949). The Academy of Motion Picture Arts and Sciences proposes, if funds are available, to restore to the screen the first twenty years of motion picture achievements by the optical printing of photographic paper rolls submitted for copyright registration from 1897 to 1917.

See also 88, 251, 319.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

387. AMERICAN UNIVERSITY. The preservation and administration of archives; fifth intensive training course, July 25 to August 20, 1949, in cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records. [Washington, 1949] Folder.
388. BRIET, SUZANNE. Rapport sur la création d'une commission mixte d'enseignement

professionnel suggérée par la Fédération Internationale de Documentation. *Journal of documentation*, 4: [188]-197 (Dec., 1948). A preliminary report stating the position of the International Federation for Documentation (F.I.D.) on the proposal of UNESCO that F.I.D. and the International Federation of Library Associations cooperate in their activities relating to professional training. Expresses the hope that archivists will some day send delegates to the twin committees of these two Federations and mentions a few of the recent developments in professional training for archivists on p. 194-195.

389. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. How records personnel are trained in the Atomic Energy Commission. [Washington, 1949] 11 p. Proceedings of the meeting of November 19, 1948, in which Terry Beach and Thomas J. Pugliese of the Atomic Energy Commission were the speakers.
390. JAFFAR, S. M. Problems of an archivist. Peshawar, Govt. Print. & Stationery, 1948. 64 p. Intended to serve as a text-book for the trainees in the Central Record Office, North-West Frontier Province, Pakistan.
391. NEW YORK UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. Announcing a new course in records management and archives administration. [New York] n. d. Folder. The prospectus of a new course offered by the Graduate School of Business Administration and the National Records Management Council, February 9-May 18, 1949, under the direction of Emmett J. Leahy.
392. U. S. ATOMIC ENERGY COMMISSION. RECORDS MANAGEMENT BRANCH. Manual of suggested procedures for the training of records personnel. [Washington, 1948] [25] p.

See also 197.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Libraries and the Materials of Local History, by John L. Hobbs. (London. Grafton & Co., 1947. Pp. 224. 12s., 6d.)

Mr. Hobbs has undertaken a comprehensive survey of that heterogeneous collection of books, pamphlets, maps, engravings, archives, and manuscript material popularly known in public libraries as the Local Collection. The book is intended primarily for students preparing for the professional examinations, the only other manual of its kind being Mr. Sayer's *Library Local Collections*. But it is more than a text book because the author has dealt with current administrative practice, especially with problems arising out of the newly awakened interest in archives.

A brief historical introduction outlines the various attempts to preserve local records both in England and in America and recognition is given to the work done by public libraries since their inception, nearly one hundred years ago, in promoting the study of local history. Much thought and practical experience have gone into the chapters dealing with the acquisition of local material; what to collect and how to find it; how to exploit it in the best interests of students. Special emphasis is laid on the training of the local librarian and, if the collection includes archives, on the appointment of a qualified archivist holding one of the recently created University Diplomas in Archive Science — an important point because in many respects the training of the librarian and archivist is necessarily different and cannot be combined in a single course.

Four chapters are devoted to cataloging and classification. No revolutionary practices are recommended, the author being content to outline a number of schemes advocated by well known English librarians, discussing in detail the Croyden Scheme (Jast and Sayers) and Ormerod's System in use at Derby. Other chapters deal with that specialized and underdeveloped branch of library activities, the Municipal Reference Library, and with Photographic and Regional Surveys. An important contribution to the literature on recent technical advances which may call for great revision in present methods of administration, is the chapter on the photostat, the microfilm, the use of microcards, and the indefinite possibilities of microprinting in facilitating the exchange of records on a large scale. Attention is drawn to the work of the British Records Association and the National Register of Archives, and a very useful bibliography arranged under twelve subject headings is included.

This book appears at a time when great developments are taking place in the administration and preservation of historical records. New repositories are rapidly appearing in most of the counties of England, and new schemes are afoot for the training of archivists competent to deal with vast resources which

are for the first time being made available for study. Mr. Hobbs writes under the sincere conviction that the public library, with its time honored reputation for preserving and exploiting materials of local history, is the proper place for the deposit of all local records which cannot be studied in isolated groups. The scope of the Local Collection is limited to a small area but it is the focal point for the conservation of all records essential to a study of the locality. The objections raised against libraries as repositories in earlier days can be overcome and in many cases are not now tenable. The book is a timely reminder that the librarian and archivist must work together to achieve the best results.

AMY G. FOSTER

Leeds (England) Central Library

Fourteenth Annual Report of the Archivist of the United States, 1947-1948.
(Washington. United States Government Printing Office, 1949. Pp. 65.)

The *Fourteenth Annual Report of the Archivist of the United States* is of more than ordinary importance. It is the first report of Wayne C. Grover as Archivist, marking a new administrative head of the National Archives. It is something of a review and evaluation of the highly valuable services of Dr. Solon Buck, who retired as Archivist to assume direction of the Division of Manuscripts in the Library of Congress. It also includes the story of the creation of the International Council on Archives at Paris on June 9-11, 1948. The report also indicates a resumption of pre-war levels of activity at the National Archives.

The *Fourteenth Report* is at the same time indicative of the extent to which the National Archives has been increasingly concerned with the records administration function in government rather than serving merely as a depository for historical materials. This should not alarm historians unduly because the procedures resulting in the preservation of government records must automatically serve the interests of the historian. It does mean, however, that the National Archives is not to be regarded as just a storage place for old documents or merely as a place where such papers can be consulted.

About sixty per cent of all requests for information at the National Archives now come from government sources. It is pointed out that the program of Dr. Buck to concentrate in the agency the "valuable older records of the Government" has been "virtually completed." It is this body of records which is of the most immediate importance to the historian dealing with the early years of the nation's history. In the course of time, current records will become equally valuable for historical purposes. For the present, their utility will be limited to those with more contemporary interests. This situation in itself is a landmark in National Archives development.

Attention is called to many drastic revisions in the organization and procedures of the National Archives. No other archival agency has ever had to cope with problems of the variety and magnitude that have confronted the Washington agency. It is increasingly evident that the National Archives is

setting a pattern which must be of the utmost value to the whole field of archival or public records management. Those of us who are confronting serious problems in the states, though the volume of records is much smaller, must look increasingly to the National Archives for guidance in basic procedures. This is true not only in the field of care and preservation of records but also in the equally vital area of records disposal.

S. K. STEVENS

Pennsylvania Historical and Museum Commission

Guide to the Records in the National Archives. (Washington. U. S. Government Printing Office, 1948. Pp. xvi, 684. \$2.50 cloth.)

The National Archives, established in 1934, issued its first guide a little more than three years later, as Appendix VI to the *Third Annual Report of the Archivist of the United States, 1936-1937*, p. 110-168. This dealt with the accessions through June 30, 1937, "nearly a quarter of a million linear feet." In something less than three more years appeared a separate *Guide to the Material in the National Archives* (Government Printing Office, 1940), a substantial volume of 303 pages. This called attention to the fact that the quantity of records had virtually doubled in two and one half years, and that some 320,000 linear feet of records were described in its pages. The new *Guide* takes account of a greatly increased volume of records: about 700,000 cubic feet in its main part and over 100,000 cubic feet more in Appendix A. (This alternation between linear and cubic footage is observable in a number of National Archives publications, and is certainly confusing and probably unnecessary. *Your Government's Records in the National Archives*, a brief and summary guide published in 1946, gave only cubic footage; the detailed figures for sub-groups in the 1940 *Guide* as well as in the present one, are given in linear footage. The new *Guide* says that some 200,000 cubic feet were described in its predecessor. If this is meant as an equivalent of the 320,000 linear feet mentioned in the latter, the average cubic-linear proportion would be 8:5. Before leaving footage, it may be noted that in the new *Guide*, while measurements are given for the sub-groups, no linear total is given for the record group itself, unless it should happen to be undivided. Such totals, in cubic feet, were given in *Your Government's Records*, and might usefully be provided, in linear feet, in the larger *Guide*.)

The new *Guide*, which supersedes the 1940 edition as that did the 1937 edition, is inevitably a much bigger book: 684 as against 303 pages, with each page set in smaller type. In spite of the crowding, diverse types and spacing have been very effectively used, and my copy could be called a neat and economical piece of book-making were it not printed on paper of two different tints. The first essay of 1937 recognized "the fact that the continuous flow of records into The National Archives makes it impossible for any printed guide to be up-to-date." The 1940 *Guide* had, therefore, a fourteen page section on "Other Records Received to December 31, 1939," with very summary descriptions and no passages on administrative history. The new *Guide*

continues this practice on an even larger scale by devoting pages 561-591 to Appendix A, which briefly identifies "Records Received during the Period Jan. 1, 1946-June 30, 1947." Full description is therefore feasible only for materials which have been on hand two and one half or three years. The main part of the *Guide* describes 224 record groups, but it appears from Appendix A that groups through 247 have been established, although only eight of the twenty-three new ones are named on page 610. Notwithstanding the vast influx of new materials and the new arrangement by record groups, many of the individual entries could be taken over with little or no change from the 1940 *Guide*, and some of these had been altered little from their first appearance in 1937. A rare mishap has taken place, as when "St. Croix, purchased from the French in 1733" (1940, p. 141) becomes "1833" (1948, p. 206). The general form of entry remains the same as in 1940: each group and, wherever useful, each sub-group is introduced by a statement of the administrative history which lies behind it, which statement is often followed by one or a number of bibliographical references; only then are the records themselves described as to character, purpose, series, date-range, quantity, and the kind of information which they purvey. The new *Guide* is, therefore, a remarkable compendium of the administrative history of the United States, the more valuable because it is so much more extensive than the old. It is consequently the more regrettable that the arrangement of the *Guide* by record group number puts this historical material into a jumbled and unserviceable order.

The earlier *Guide* could not take account of the record group system that was instituted in 1941 and had become the exclusive principle of record organization by 1944, when the first 190 groups were established. A definition is provided in the Introduction (p. xii):

A record group is a body of records that constitutes a convenient unit for "records control" and other purposes of the National Archives. Determination of what records constitute a record group is made by the National Archives after careful consideration of a number of factors, among which both provenance and convenience are especially important.

Since the record groups are of pragmatic rather than absolute nature, it follows that they may be subject to rearrangement. Thus one of the newer groups, RG 220, Records of Presidential Committees, Commissions and Boards, is comprised of ten sub-groups, three of which (as appears from *Your Government's Records in the National Archives*, 1946) had previously formed a part of other groups: Records of the Advisory Committee on Education, 1936-39, were a part of RG 12, Records of the Office of Education; Records of the President's Committee on Civil Service Improvement, 1939-41, were a part of RG 146, Records of the U. S. Civil Service Commission; and Records of the President's Committee on Portal to Portal Travel Time, 1942-43, were a part of RG 70, Records of the Bureau of Mines. This might be regarded as a change from a substantive to a formal classification, from emphasis on the subject of the committee's deliberations to the circumstance of its creation. But the process remains practical, and the watertight logical entity does not emerge: RG 220 "does not . . . include the records of certain agencies of similar character

that have been assigned to other record groups for various reasons." And further change is envisioned as a possibility: "The records of a number of Presidential agencies that are appropriate for inclusion in this record group have not been segregated from the records of agencies formerly having custody of the records and they remain for the time being in other record groups" (p. 553).

Further insights into the evolution of the National Archives can be obtained by comparing the section on the "Department of State" in the 1940 *Guide* (p. 11-53) with the corresponding portions of the new *Guide*. The 1940 section listed thirty-three sub-groups, of which the first twenty-five were apparently regarded as general records of the Department, while the last eight were assigned to five divisions, offices, or services of the Department. Of these thirty-three sub-groups, one has disappeared entirely; whether the duplicate N.R.A. orders filed in the State Department (1940, p. 20) have been transferred to RG 9, records of the National Recovery Administration, or to some other State Department sub-group, does not appear and does not matter. Twelve of the original thirty-three have gone to form the major portions of four other record groups: six into RG 11, General Records of the United States Government (laws, treaties, Presidential proclamations, etc.); two into RG 43, Records of United States Participation in International Conferences, Commissions, and Expositions; three into RG 76, Records of Boundary Claims Commissions and Arbitrations; and one, greatly swollen in footage, has been divided to form the two sub-groups of RG 84, Records of the Foreign Service Posts of the Department of State. But one of the sub-groups that went to RG 11 did not go in its entirety: Laws of the United States and Related Papers, 1789-1923, were largely transferred, but records relating to the publication and distribution of the laws, 1789-1875, were left behind to form the twelfth sub-group of the present RG 59, General Records of the Department of State. In compensation for these detachments, RG 59 has received notable additions: sub-groups 16 and 17 (my own numbers: sub-groups [my own name!]) are not numbered in the *Guide*. Any numbering would, of course, have to be very tentative, but it would be a great convenience to be able to refer to RG 59: 17. Appointment records, 1789-1932, and Accounting records, 1785-1906, are enormously expanded over 1940, only a fragment of the present series having been then present. Seven new sub-groups have been added, of which considerably the most massive and important is sub-group 8, Central Files, 1906-29. These represented a consolidation of the Department's correspondence which had hitherto been divided into diplomatic, consular, domestic, and miscellaneous series; in its first 117 years only 2,275 linear feet had been accumulated by the Department, but in the next twenty-three years 6,320 feet of correspondence were filed! Sub-group 11, Visa records, 1914-1940, is another considerable body of records (864 feet) incorporating material which had not existed before World War I. During the first century and a quarter of its existence the United States had not found it necessary to demand passports from alien nationals. The other five new sub-groups were comparatively small: 13, Presidential warrants for affixing the

seal of the United States, 1878-1936; 14, Exequaturs and related records, 1790-1910; 18, Foreign Service inspection reports, 1896-1939; 19, Records relating to American citizens abroad, 1857-95, 1903-20; and 28, Sound recordings. Of the nineteen sub-groups present in 1940 and retaining the same titles in RG 59 in 1948, only two have grown substantially: 9, Consular commercial and political reports, which the transfer of the materials for 1932-42 has increased from 317 to 575 linear feet; and 10, Passport records, which the transfer of the materials for 1880-1911 has increased from 162 to 386 feet.

The new *Guide to the Records in the National Archives* is an impressive triumph of mind over irreducible matter, and Dr. Philip M. Hamer, Director of Records Control, and his colleagues are to be congratulated upon having achieved the homogeneous description of 800,000 cubic feet of records. At the risk of making the *Guide* even thicker, I should recommend that it incorporate two additional aids: a special index of defunct agencies and old and altered names for existing agencies; and a list of the publications of the National Archives (there was one in the 1940 *Guide*). I am unable to understand why there is absolutely no clue to the correlation between the materials described in the *Guide* and the several "Records Offices and Divisions of the National Archives." The curious are referred to the General Reference Branch for an answer to all questions, but is there not a natural desire to know, laudable according to Aristotle, what record group is in the custody of what office or division? Finally, the arrangement of the new *Guide* cannot be described as anything but a national misfortune. It is by record group number and these numbers represent little but the order of accession. (The results of science are not presented in the order of discovery, nor do librarians shelve books by the accession number.) These are the records of the United States Government, and if there is any method of describing them that puts the Government's worst foot forward, emphasizes its disorganization and incoherence, presents it as a chaos and not a cosmos, and lets unregenerate bureaucracy rage — this is it! Appendix D, a "classified List of Record Groups," "arranged according to a combination of hierarchical and other relationships," is offered "for the convenience of persons who may have use for it." If the Constitution means anything, if there is such a thing as a national administration, if time continues to flow and deposit history, everybody ought to have use for it! But it is the merest palliative and I live in the devout hope that in the next edition of the *Guide*, Appendix D will be a "Numerical List of Record Groups."

DONALD H. MUGRIDGE

Library of Congress

Reference Service Guide for Departmental Records Branch, by Administrative Services Division. The Adjutant General's Office, Department of the Army, December 1, 1948. (N. p., 1948. Pp. 1-22; Appendix, Items 1-15, unpaginated.)

The *Reference Service Guide for Departmental Records Branch* was prepared as a manual to train employees in applying a new technique known as

"describable item indexing," a procedure developed specifically to enable this Branch of the Department of the Army to gain rapid control over the large volume of noncurrent records in its custody. This *Guide* will be incorporated eventually in a more comprehensive manual covering all aspects of records reference service.

Before "describable item indexing" was begun late in 1947, the record holdings in the Departmental Records Branch, amounting to 150,000 linear feet of records received in some 3,000 separate accessions, were controlled by their assignment to some forty-six record groups. From records transfer agreements and the more detailed series identification sheets prepared as soon as possible after the accessions were completed, descriptions of the records were obtained which were compiled periodically in a *Guide* to the noncurrent record holdings of the Branch. Of the three *Guides* issued between October, 1944 and January, 1946, only the last had both a subject and an organizational index. Recognition of the importance of an adequate subject matter approach to the records in order to provide the most effective reference service possible resulted in the development of "describable item indexing" and the preparation of a "reference catalog" to replace the processed *Guide* as a finding aid.

The new procedure represents an interesting combination of standard library indexing with archival techniques of describing records. It should prove useful to other persons engaged in records reference service and confronted with a similar need for quick mastery over large bodies of unassimilated material. A "describable item" may be any document, pamphlet, book, case file, dossier, folder, file category, a sub-record group, or even an entire record group "which is susceptible of separate descriptive identification for reference, control, or other archival purpose." Thus a card in the reference catalog may cover a single important document or an entire series of related records. The format of the reference catalog card resembles that of the standard library catalog card, except that a 5x8, instead of a 3x5, card is used in order to provide sufficient space for the entry, file reference, and cross references. The *Guide* contains detailed instructions for the preparation of cards, and a few sample entries are included in the Appendix to show how different types of records are indexed in the catalog. On the top line of the card appears the author or agency of origin entry, and indented below it the subject and / or title entries, if any. Then follows as detailed a description of the records as possible. At the bottom of the card are listed the necessary cross references. A subject guide has been developed in order to provide as much standardization as possible in the choice of subject headings and cross references, and in March, 1949 the Branch issued a supplement to the *Guide* concerning the use of standardized "agency" and "functional" headings in accessioning, indexing, and reference operations. It also includes a draft of sample entries for a list of "functional headings" that are expected to number about 300 in all.

"Describable item indexing" was first applied to the backlog of general item descriptions taken from the records transfer agreements, the series identification sheets, and the large volume of printed and processed materials constituting the reference collection of the Branch's Historical Records Section.

Following the incorporation of all these items in the reference catalog, the procedure will be applied to current accessions. As the analysis and arrangement of accessioned records proceed, additional cards describing items that did not come to light in the original survey may be added to the catalog. An effort is also made to include in the catalog any descriptive items that may be located in the course of performing records reference service. The cards are arranged in strict alphabetical sequence, with cards describing the records that belong to a particular record group under the name of the major record group creating agency and interfiled in alphabetical order with cards bearing titles and subject cross references to materials in the reference collection, subject crosses to the records collection, and dummy crosses to organizational entities. Thus an excellent control has been established over both the records and reference collections of the Branch.

To render the reference catalog an even more effective reference tool, an inexpensive method of reproducing the cards in unlimited quantities, known as the Army Parchment Paper Process, was developed. While the master reference catalog is maintained in the Control Unit of the Executive Section of the Branch, exact duplicate copies are located in the Historical, the Staff, and the Technical Records Sections. In this way, a reference request received in any section of the Branch can be quickly referred to the proper person for handling by checking the index to all the Branch's record holdings. Copies of the catalog have also been placed in other units of the Department of the Army which have a need for such a finding aid and additional copies of the complete catalog or certain parts of it can easily be made available to the other units upon demand.

The *Guide* is well organized to make clear the flow of work in "describable item indexing" and is written in language that the average worker should be able to understand. Every effort has been made to explain the principles and purpose of the new procedure, both in the text and the Appendix, so that an intelligent and comprehensive reference catalog will result. Sherrod East, Chief of the Departmental Records Branch, and his staff are to be commended for conceiving and developing such an inexpensive, flexible, and effective reference tool and, especially, for preparing and issuing the training manual or *Guide* so that the Branch's experience in solving a difficult records problem is available to other records personnel with similar problems.

FRANCES T. BOURNE

U. S. Bureau of the Budget

Records and Reports: Records Administration — Disposition of Records, Department of the Army, Special Regulations No. 345-920-1. (Washington, D. C., U. S. Government Printing Office, 1949. Pp. 286. Appendices and Index).

These regulations, prepared in large part by Mr. Robert Ballentine, formerly a member of the staff of the National Archives, constitute a most excellent manual on records management in a very large agency. The regulations are comprehensive in scope and tell Army records officers all they need to know in handling non-current records.

The manual establishes, as mandatory throughout the Army, the appointment of records officers charged with the responsibility of carrying out the provisions contained therein. It establishes, as operating procedures, many important features of an efficient program: annual inventory of records; mandatory cut-off periods for files and their transfer to records depositories; standards for packing, inventorying, and shipment of records; regulations on the availability of records for reference purposes; and a good definition of non-record material.

The major portion of the manual, 165 pages, consists of the Army's records disposal "standards" for retiring non-current records from office areas by destruction or by transfer to a records depository. These standards do not cover all the records accumulated by the Army, but cover, for the most part, the general service, or housekeeping records common to all or most Army installations. The standards are not, in themselves, instructions or authorizations for the disposal of the records specified, as is the case with similar instructions issued by most other agencies, but are guides for the use of the local records officer in preparing disposal instructions applicable to the local situation. These individually prepared disposal instructions, after approval by The Adjutant General, translate the standards into operating procedures.

The unusually detailed narrative description of each category of records, followed by tabular recapitulation, is aimed at helping the local records officer interpret the standards correctly to fit his own situation. Since the tabular recapitulations are based on disposal authorizations approved by the National Archives and granted by the Congress, it would appear that they themselves were sufficiently precise to identify the records and that narrative descriptions were unnecessary. Nevertheless, the extensive narrative, together with an introductory section on evaluation of records, is a useful aid to a records officer who is confronted with the problem of records retirement.

A review of the disposal standards indicates some rather wide disparities with similar standards established in other government agencies. Such divergencies in disposal standards do not so much indicate differences in records evaluation as between the agencies or between appraisers in the National Archives, but rather they indicate differences in procedures governing similar functions throughout the government. This points up the difficulty, if not impracticability, of preparing common disposal standards for all agencies unless organizational structure, procedures, and office methods are brought into a greater degree of uniformity throughout the government.

Department of the Navy

LEWIS J. DARTER, JR.

Planning the University Library Building, edited by John E. Burchard, Charles W. David, and Julian P. Boyd, with the assistance of Leroy C. Merritt. (Princeton, N. J., Princeton University Press, 1949. Pp. xvii, 145. Illustrations, Index, \$2.50.)

This volume is primarily a summary of the critical discussions of the Cooperative Committee on Library Building Plans. The Committee was organized at Princeton, in December 1944, by the representatives of fifteen colleges and universities, who had received invitations to the gathering from President Harold W. Dodds, of Princeton University. The Rockefeller Foundation, realizing the need for a critical evaluation of the field because of the anticipated expenditure of \$100,000,000 in the next few years for academic libraries, sponsored the Committee and its publications. The Committee held annual meetings between 1944 and 1948 and, by the aid of the sponsor, it was enabled to publish full reports of its meetings and this volume, which is its final monograph report.

Although written for librarians, their trustees, and technical building advisors, and archives as such receive but a half page of comment in the entire book, nevertheless there is much in this work that is useful for the comparative handful of archivists who will be concerned with the planning and erection of new archival buildings.

The first third of the book, dealing with the relation of library buildings to educational policy and the manner in which this interplay affects practical details of planning and design, may well be skipped or merely scanned by today's time-pressed archivist. In the remaining four or five chapters, however, there is many an observation susceptible of transmutation into archival terms. These are well worth the modest cost of the volume.

The chapters on stack arrangement, air conditioning, illumination, technological trends, and cooperation between librarian and architect should be of almost equal interest to the archivist, as some of the problems treated here are equally applicable to librarian and archivist. The existing types of free-standing stacks as against the new concept of modular stack distribution are discussed, and illustrated with examples at Dartmouth, Yale, Ohio State, Texas, and other universities. The authors contend that the permanently fixed positions of existing stack arrangements are based on the fallacy that educational theories and practices and library principles would remain static. They say that the major difficulty in presently existing libraries is the inflexibility of the stacks. Although the aim of the conferees was to eschew dogmatism, they very evidently wholeheartedly espouse the current desire for maximum flexibility of all parts of the structure, and to achieve this end they favor the modular concept of planning which, indeed, permeates the entire discussion. By way of illustration this quotation from page 60 will suffice: "A solution lies in the erection of a library in which the building is the stack and the stack is the building and in which all possible space is free and easily adaptable to use as stack, reading, or administrative area. . . . This type of library is being planned or is already built at several institutions — the University of Iowa,

Massachusetts Institute of Technology, Princeton University, the University of Georgia, etc."

It may be noted that this concept has already found application in the planning of archival structures. A proposed new records storage building for the National Archives is based upon the principle of modular planning and flexibility. In such buildings the structural bay is the module. In examples given, the module for the library at the State University of Iowa will be either 19½ feet by 27 feet, or 22½ feet square; the module at Princeton is 18 feet by 25 feet. Structural and cost limitations, of course, inhibit the size of the module. This writer is of the opinion that, volume for volume, the modular type of building will cost more than the existing fixed plan type with its free-standing stacks. Besides, standard column centering, characteristic of the modular plan, does not guarantee full flexibility, as vertical circulation elements such as elevators, stairs, plumbing lines, conduits, and pipe chases inevitably limit flexibility. In all this discussion aesthetic considerations are given short shrift. Nor is any attention paid to experience in other fields of design, such as warships and machine tools, where it has become axiomatic that the theoretical ability to make one object perform many functions does not necessarily result in greater efficiency but rather the converse. It would seem that principal educational buildings, invested with a certain cultural interest, should express something more than the plant, than the naked machine, lest such edifices become educational tenements.

The chapter devoted to desirable space arrangements is particularly useful because it gets down to facts and figures that determine space requirements and relationships, such as the size of catalogue cases, the number of cards to a tray, the number of trays per square foot. Similarly treated are the individual space units such as the circulation desk, the bibliography room, reference room, the reading rooms, the seminars and studies. The latter, again, is pertinent to the archivist as the question of carrels is highly germane to the archival institution.

The editors include a primer discussion on air conditioning, including such topics as temperature, humidity, air motion, air distribution, dust, bacteria, odors, gases, legal factors, and controls and equipment. The Cooperative Committee frankly admits its inability to make "categorical recommendations" for air conditioning. Cost limitations here are of primary importance. "Because equipment exists and can be installed for a price," the Committee is of the opinion that "it does not follow that use of the equipment should immediately become part of a national standard."

One of the most significant chapters relates to the discussion of illumination. Although this field is the subject of much study and writing, it is very controversial and acute differences of opinion need to be resolved. Effective lighting for both libraries and archives is still a rarity. The editors treat of such matters as brightness contrasts, the amount of light required for reading, the height of lighting installations, stack and carrel lighting, and the like. The pros and cons of fluorescent and incandescent lighting are explained. On the whole, it is agreed that fluorescent lighting as currently used leaves much to

be desired. The chapter concludes with an eight-point table of "Tentative Standards for Obtaining Best Vision," but the experts do not appear to be unanimous as to the value of these standards.

Attention is given to the need for making provisions for new technological trends. Planning must make provision for the use of micro-reproduction devices like microfilm, microprint, and microcards; visual and aural aids, like sound motion pictures, voice and wire recordings, and television; and rapid selectors. Rapid selectors, or punched-card equipment are already in use in American libraries, for both administrative and research purposes, and it is highly probable that a much more extensive use of these devices will be made in future libraries and archives.

The passages relating to the cooperation of the librarian and the architect are psychologically penetrating. Every word here is equally applicable to the archivist. For archivists it may be noted that, coincidentally, a paper on this specific problem was presented by the writer at the Annual Meeting of The Society of American Archivists at Princeton in November 1943. This paper and two others on the subject of archival structures were incorporated in a publication of the National Archives entitled *Bulletin No. 6, Buildings and Equipment for Archives* (Washington 1944). The literary qualities of this part of the book seem to this reviewer most enjoyable, and he read with relish the Cooperative Committee's analysis of types of architects, their strengths and limitations. In concluding this phase of the subject the Committee gives a list of nine principles which should govern the collaboration of architect and librarian.

The final chapter is a bibliographical essay, topically arranged, relating to works on library planning from William F. Poole's article on "The Construction of Library Buildings," in the *Library Journal*, volume VI, 1881, to John E. Burchard's dazzling thesis in "The Wreck of Matter and the Crush of Worlds," in the *Technology Review* of November 1946. A number of citations are made to "Building Type Reference Guide No. 3: the Library Building," in the *Bulletin of the American Institute of Architects*, July 1947. Archivists will be interested to know that the *Bulletin* contains a section on "American Archival Architecture," contributed by this reviewer and presently available in reprint form.

In conclusion it may be said that the primary contribution of the Cooperative Committee's editors is that of a checklist of planning factors, of a critical summary of points that need to be considered in the process of programming as well as planning a university library building. The volume's place in the literature of the subject is that of a useful instrument of criticism for evaluating ideas, opinions, and experiences. The text does not contain anything new or hitherto unknown. The edited discussions relate to points which are a matter of public record in previously published books, monographs, and professional library, architectural, and trade periodicals. Being, after all, but a brief digest, there are no detail illustrations and diagrams that are so necessary for actual "shirt-sleeve" work; nothing to compare with Wheeler and Githens' masterpiece on *The American Public Library Building*.

The editors made a conscious effort to write without bias, but the work does not appear wholly free of dogmatism as it is distinctly slanted towards the modular concept. Nevertheless they do not attempt to give definitive answers to problems, but content themselves with stating the pros and cons, and helping the individual think through his own problems based on his local conditions. Finally, it may be remarked that an interesting feature of this book is its unitary style despite multiple authorship, which is another way of saying that the technique of academic writing is as evenly developed in America as that of food purveying in our famous chain hosteleries.

VICTOR GONDOS, JR.

National Archives

Maps: Their Care, Repair and Preservation in Libraries, by Clara Egli Le Gear, Division of Maps, Library of Congress. (Washington, 1949. Pp. x, 46. Processed.)

The present edition of this lithoprinted manual, issued as a preliminary draft, not only presents information on practices employed by the Map Division of the Library of Congress, but also discusses practices in other map libraries and invites criticisms and suggestions bearing on the topics covered.

The problem is treated under six principal headings: preliminary processing, secondary processing, atlases, mounting and reconditioning maps, map filing equipment, and the map room. The space allotted to the respective topics — three, seven, two, twelve, six, and two pages — is indicative of the practical approach that characterizes the manual throughout. Stress is laid where it belongs, and there is little discussion that does not bear directly on solutions to every day problems of the map librarian.

To the extent that maps present problems without respect to the character of the repository, the archivist will find much useful information in the manual. The manual is based primarily on library experience, however, and some of its precepts must therefore be considered with reservations by the archivist who deals with fragile materials. For example, the instruction for flattening tightly rolled maps is sound doctrine for handling flexible materials but is likely to be disastrous if employed on friable papers.

The manual is a noteworthy addition to the literature in the field of map librarianship. Its annotated bibliography (nine pages) is arranged topically and is a worthwhile contribution in itself. The reviewer is of the opinion, however, that archivists can contribute significantly toward the improvement of future editions of the manual, so far as it bears on archival aspects of the problem, by furnishing to the author the criticisms or suggestions that have been invited.

JAMES A. MINOGUE

Alexandria, Virginia

Inventaire des Archives de la Commune de Jemappes, 1335-1914, by Armand Louant and Renée Doehaerd. (Gembloux. Imprimerie J. Duclot, 1942. Pp. 23.)

Inventaire des Archives de la Commune de Wasmes (Borinage), by Armand Louant and M. A. Arnould. (Gembloux. Imprimerie J. Duclot, 1943. Pp. 29.)

Inventaire des Archives de la Commune de Ville-Pommeroeul, 1626-1927, by Armand Louant and M. A. Arnould. (Gembloux. Imprimerie J. Duclot, 1947. Pp. 18.)

Inventaire des Archives de la Ville de Chièvres, 1404-1918, by Georges Hansotte. (Bruxelles. Montagne de la Cour, 1948. Pp. 57.)

The publications under review are inventories of official records of Belgian provincial municipalities. The records covered have recently been accessioned by the State Archives at Mons, Belgium. The inventories have been prepared according to a general plan by archivists in the State Archives and constitute a series designed to show types of local records in the State Archives. The historical significance and value of the records are apparent in the long span of years represented.

Following introductory statements relating to the very general provenance of the records, the materials have been arranged under such broad subject categories as General, Elections, Fiscal, Police, Population, Public Instruction, Welfare and Work. These general topics have been used uniformly in each of the inventories with only minor variations. Under these subject categories the individual series are described by title, inclusive dates, and quantity given in numbers of registers, cahiers, liasses, or other groups.

The practice generally followed by archival establishments in the United States in the preparation of checklists of record groups, of giving some administrative history of the offices creating the records, and the custom of describing series in such a manner as to point up those having particular historical value, has not been followed in the preparation of the inventories listed above. These are inventories in the strict meaning of that word.

LUCILLE H. PENDELL

Gallaudet College

Inventaire des Archives de la Famille de Bousies de Rouveroy, by Renée Doehaerd. (Gembloux. Imprimerie J. Duclot, 1946. Pp. 50.)

This is an inventory of the records created by a family that was prominent in the social, political, and economic affairs in Belgium over a period of years extending from the latter part of the fifteenth century to the latter part of the nineteenth century. The records have only recently been deposited in the State Archives at Mons, Belgium, and are considered by archivists there to have great value because of their unusual continuity which makes possible the reconstruction of a fairly complete picture of the social history of the period.

The papers, which are arranged according to the family genealogy, are

described under three categories. The first grouping consists of personal records, including records of births, marriages, deaths, titles, and honors; the second grouping consists of records connected generally with the management of estates; and the third grouping consists of records of members of the family who held public office and were officers in industrial enterprises.

The title entries are brief but adequate descriptions of the records. The inventory contains a good index of personal names and places.

LUCILLE H. PENDELL

Gallaudet College

A Checklist of Texana (San Jacinto Museum of History Association, 1949. Pp. 37.)

The documents listed in this pamphlet are part of the Emil Hurja collection of Texana presented to the San Jacinto Museum of History by Mr. and Mrs. Jesse Holman Jones. They range in date from 1805 to 1891, with the greater part relating to the Mexican War, and are listed under the following headings, which also serve as a guide to their general subject matter: Westward Expansion (1805-1836, four items); Sam Houston (1814-1860, twenty-nine items); Republic of Texas (1809-1845, thirty-six items), War with Mexico (1846-1848, fifty-nine items); and State of Texas (1846-1891, thirty-four items). For each entry the date, writer's name, place from which written, name of person addressed, subject, and type of copy are shown. The pamphlet is, therefore, a calendar rather than a checklist, since the documents are listed individually and are not described in series. The content of the documents range in importance from an eyewitness account of the Battle of San Jacinto, which is published in full, to a letter from Sam Houston to an individual in Baltimore concerning a suit of clothes. Although some items appear to be trivial, the collection on the whole is a valuable one.

ELIZABETH BETHEL

National Archives

Check List of United Nations Documents. Part 4: No. 1, Trusteeship Council, 1947/48, First and Second Sessions; Part 4: No. 2, Trusteeship Council, 1948, Third Session; Part 5: No. 1, Economic and Social Council, 1946-1947, First to Fifth Sessions; Part 6H, No. 1, Fiscal Commission, 1947-1948, First Session. (New York. Columbia University Press, 1949. Pp. xxi, 59; xi, 39; lii, 230; viii, 11. \$1.50, \$1.00, \$5.00, \$0.50.)

Serious students of international relations will be happy over this early recognition by the United Nations of its responsibility to researchers and scholars in the field of world affairs. Assisted by the Carnegie Endowment for international Peace and the Rockefeller Foundation, the United Nations has published and made available to the public checklists of documents in the archives of the United Nations for those component organs listed above.

These lists follow a single format and are so arranged as to facilitate access

to and use of the documents. Documents are listed by series, and each page carries three columns of entries: Entry Number, Language of Issue, and Document Symbol and Short Title. The language edition in which a document is issued is indicated as English (E), French (F), Spanish (S), Russian (R), Chinese (C), or bilingual (E&F) texts. Italics indicate printed language texts. Other symbols and abbreviations, carefully and clearly set forth, provide further clues to the actual physical state of the document, including typewritten verbatim records (TPV), typewritten summary records (TSR), sound recordings (X), and restricted documents, a black dot (.) before the document number, meaning the circulation of the document is limited primarily to members of the issuing body and related sections of the Secretariat.

Each of these lists includes a lucid and concise preface, introduction, and an explanation of both the checklist and the organization. In addition, each volume carries an index of document series symbols, a subject index, and a list of representatives or delegates accredited to the organization.

Without doubt, these checklists will prove invaluable to students, researchers, scholars, and archivists of whatever country or language, and if these first publications are typical of what is to follow, their examination and use should prove increasingly rewarding.

For further information regarding these and subsequent issues address inquiries to Library Services, Department of Public Information, United Nations, Lake Success, New York.

J. C. JAMES

National Archives

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

THE NATIONAL ARCHIVES

The National Archives Establishment, including the Division of the Federal Register and the Franklin D. Roosevelt Library, and its functions and personnel were transferred to the General Services Administration by Public Law No. 152, approved June 30, 1949, which created the Administration. Jess Larson, former War Assets Administrator and most recently Federal Works Administrator, heads the new agency.

In establishing the Administration, Congress declared that its intent was to provide for the Government an economical and efficient system for the procurement and supply of personal property and nonpersonal services, the utilization of available property, the disposal of surplus property, and the management of Federal records — activities that are common to all government agencies. The creation of such a general services agency was in line with recommendations of the Commission on Organization of the Executive Branch of the Government, better known as the Hoover Commission.

In the field of records management, the Administrator was authorized (1) to make surveys of Government records and records management and disposal practices and to obtain reports thereon from Federal agencies; (2) to promote, in cooperation with the executive agencies, improved records management practices and controls in such agencies, including the central storage or disposition of records not needed by them for their current use; and (3) to report to Congress and the Director of the Bureau of the Budget from time to time the results of such activities.

The valuable records of the Hoover Commission, 1947-49, have been turned over to the National Archives. They consist of correspondence, minutes of meetings, reports, and other records of the Executive Director, the Secretary's Office, and the Research and Library Section as well as "Task Force" papers on projects dealing with agricultural activities, medical services, regulatory commissions, personnel management, foreign affairs, supply, accounting, and national security organization. Other materials of note received recently include records of the House of Representatives for the Seventy-seventh and Seventy-eighth Congresses, 1941-44; additional general records of the Senate, 1947-48; records of the Senate Committee on the District of Columbia, 1907-46; schedules of the twelfth (1900) and fourteenth (1920) population censuses of the United States; central records of the Civil Aeronautics Administration and its predecessors, 1926-43, dealing with administrative matters and technical development in civil aeronautics and air commerce; and more than 2,000 photographic prints and negatives made by Robert Brewster Stanton on a

survey for a railway route from the Colorado coal fields to the Pacific Coast, 1889-90, received from the Geological Survey.

In its program to inform scholars and others of materials in the custody of the Archivist and to facilitate the servicing of the records, the National Archives has recently issued preliminary inventories of the records of The Adjutant General's Office, the Maritime Labor Board, the Board of Investigation and Research — Transportation, and the U. S. Counsel for the Prosecution of Axis Criminality, and of the land-entry papers of the General Land Office. Other publications include a *List of Documents Concerning the Negotiation of Ratified Indian Treaties, 1801-1869*, a *Reference Information Circular on Materials in the National Archives Relating to Haiti*, and a leaflet on *The National Archives Library*.

Negative microcopies, positive prints of which may be purchased, have been made recently of "Captains' Letters" to the Secretary of the Navy, 1841-85 (138 rolls); population schedules of the census of 1830 for Ohio (17 rolls) and of the Colorado State census of 1885 (8 rolls); despatches from U. S. Ministers to Japan, 1877-1906 (50 rolls), Korea, 1884-1905 (21 rolls), and Paraguay and Uruguay, 1858-1906 (19 rolls); despatches from U. S. consuls in Acapulco, 1823-1906 (8 rolls), Honolulu, 1843-1903 (21 rolls), Lima-Callao, 1827-1906 (21 rolls), Panama, 1857-1906 (26 rolls), and Valparaiso, 1828-1906 (13 rolls); and papers of General Hans von Seeckt, 1860-1938 (28 rolls).

FEDERAL SECURITY AGENCY

New records officers appointed in the Federal Security Agency include the following:

Office of the Administrator	Harold Allen
Division of Personnel Management	Philip H. Sload
Field Services Division	William E. Arnold
Social Security Administration	
Office of the Commissioner	Wallace Lee
Bureau of Public Assistance	Mrs. Claudia Bradley
Bureau of Federal Credit Unions	Mrs. Virginia Daw
Children's Bureau	Marvin O. Stromberg
Bureau of Old Age & Survivors	
Insurance	Vinson J. Gordon

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

On May 27, 1949 the Interagency Records Administration Conference conducted a panel discussion on "Position Allocation Standards for Records Personnel." John Hickey, of the Civil Service Commission, Linwood Donaldson, of the Department of Agriculture, Ruth Henderson, of the National Archives, and Sherrod East, of the Department of the Army, analyzed current practices and future plans in the field of position descriptions and job allocations for records personnel.

The Hoover Commission report on Federal records management has fo-

cussed considerable attention on the volume of Government records — some 18 million cubic feet. The speakers at the June 17th meeting of the Conference addressed themselves to the problems presented by this vast quantity of records. T. R. Schellenberg of the National Archives outlined the need for the establishment of effective standards and procedures for records management with a view toward the segregation of those records which have temporary or permanent value and the prompt disposal of others. Linwood Donaldson's analysis of the same problems reflected his long experience with records work in the Department of Agriculture.

Another feature of the June meeting was the annual election of five Steering Committee members for a two year term. Those elected were John F. X. Britt, Federal Security Agency; Philip C. Brooks, National Security Resources Board; Ollon D. McCool, Department of the Army; Thomas J. Pugliese, Atomic Energy Commission; and Everett O. Alldridge of the Navy Department. Present members whose terms carry over until June 1950 are Walter Anderson, State Department; Dorothy Luttrell, Department of Agriculture; Allan Humphrey, General Accounting Officer; Imogene Williford, Veterans Administration; and Lewis Darter, Navy Department. On July 8, 1949, the new Steering Committee re-elected Philip C. Brooks to the Conference Chairmanship for the 1949-1950 season and named Dorothy Luttrell Vice Chairman. The June meeting was followed by a social get-together in the National Archives Conference Room.

During the summer the Conference conducted two continuing Round Table discussions series. One, "The Content of An Agency Record Program," was in charge of John F. X. Britt; the other, "Administration of Record Centers," was led by Ken Munden. It is intended that from each of these series there will emerge concrete recommendations and problem analyses which will be of use to the Conference and to records people generally.

IRAC's schedule for September called for a presentation of the National Archives disposal policy and the announcement of revised and simplified disposal procedures for Federal agencies.

NATIONAL MILITARY ESTABLISHMENT

The Central Air Documents Office, Navy-Air Force, has announced a reorganization effective March 1, 1949 in which the following sections were established: Document Processing Section, Foreign Documents Section, Publishing Section, Technical Data Digest Section, and Document Requirements Section. A Conference on Problems of Centralized Documentation, sponsored by CADO on April 11, 12, and 13, 1949 heard panel discussions of the Standard Aeronautical Indexing System, the Air Technical Index, Miniaturization of Documents, Machine Methods in Documentation, Reports Standardization, and Document Exchange Problems. An article on the growth of this vast project from its London beginning in 1945 to the present Dayton, Ohio organization, its procedures and accomplishments, appeared in *Library Journal*, 74: 778-783, 883 (May 15, 1949).

TRAINING OF ARCHIVISTS

The York [England] Summer School of Archives and Historical Research was held August 13-27. The twofold aim of the school was to put York's special resources in the material of history at the disposal of those wanting to acquire some knowledge of the great York collections of documents and to give, at the same time, introductory instruction in the reading of documents and in the general administration and organization of archives on a national level.

This summer school was arranged, in unofficial association with the staff of the Public Record Office, by a York committee which has recently evolved a far reaching plan of academic development in the city. The committee feel that York's nineteen centuries of history, its ecclesiastical, civil, and guild records, and its historic buildings constitute a heritage which should be made more freely available in the cause of learning. The Summer School of Archives is one way of initiating this process.

The curriculum for the school included: (1) a general course on the organization and administration of the country's records, together with some discussion of the relationship between the archivist and the historian and the nature and value of archives *per se*; (2) a short and necessarily introductory course in the reading of documents in the "conventional hands," including practical work from photostats and covering such subjects as abbreviation, conventions, seals, languages, and the development of English Court Hand; and (3) general discussions of the nature and scope of the York collections, including certain private collections in Yorkshire, designed to show their particular use and value for a student doing research in history.

FOREIGN NEWS

Central and South Africa

Unpublished stories of explorers and missionaries and reports of governors and officials about peoples and events in Central and Southern Africa from the beginning of the sixteenth century onwards are now to be sought out, edited, and published. This comprehensive scheme has developed from 12 years' planning by V. W. Hiller, Chief Archivist of the Central African Archives in Salisbury, Southern Rhodesia. In various parts of Europe, in the archives and libraries of Portugal, and in the vast treasure-house of the Vatican library it is hoped to find documents which will be recorded on microfilm for preservation in the Central African Archives and later edited for publication.

The program is an inter-territorial one, supported by the governments of Southern Rhodesia, Northern Rhodesia and Nyasaland. The first definite prospect of its realization came in 1945 with generous gifts of sums of money from well-wishers in England, the Union of South Africa, and Southern Rhodesia, but it was not until 1948, when the Carnegie Corporation of New York made a very liberal grant, that the scheme became not a dream of the future but a present enterprise.

Eric Axelsson, the author of "South-East Africa, 1488-1530," joined the

staff of the Central African Archives in July. In August he left for Europe on an eight-months' mission, accompanied by a staff photographer, to select documents for reproduction from European archival centers. On his return another mission, consisting, it is hoped, of Lt. C. Montez, Archivist of the Arquivo Historico de Mocambique, and a photographer, will visit Goa, from which South-Eastern Africa was once governed. After the reproductions have been classified, translating and editing will begin. Publication cannot follow for some years, but it is hoped that prints of the microfilms will be available within a comparatively short time.

England

On the occasion of its 107th annual meeting in 1949, the Yorkshire Architectural and York Archaeological Society held an exhibition of guild records, the most important of its kind ever held in Great Britain. A forerunner of the exhibit planned for the York Summer School for Archives in August, it displayed documents from 29 different bodies, the earliest founded in pre-conquest days, and included 16th century letters, a 13th century lease, and some of the regalia and silver still used by the guilds. The following views on the archives situation in England appear in this Society's annual report and catalogue of the exhibition:

May we add a word of warning which, it is hoped, will be read both within our walls and far abroad. A great deal has recently been written on the subject of Archives in the national press, and it is high time that some line of policy were set forth in clear and unmistakable terms by those in authority. Perhaps the following thoughts may guide them. The keynote must be a sincere acceptance of the voluntary principle, both now and for ever. Any idea of the thin edge of some administrative wedge poked under a lulling barrage of smooth words and evasive statements to be gently developed into a scheme for the "Nationalization" of Archives, Records and Muniments would be fatal to the very documents it is hoped to preserve. People are fed up with this kind of procedure and familiarity breeds contempt. It would, in the first instance, merely lead to the cessation of private assistance in the work of the compilation of a National Register of Archives—for why should owners obligingly compile lists to help thieves rob them of their possessions?—and later on, to the deliberate destruction of Records for a variety of reasons into which we need not enter, So let there be none of this nonsense.

This in no way constitutes an excuse for Governmental—both central and local—inaction. Voluntary Repositories for Archives of all kinds should be set up in County Boroughs and on a Shire basis. The "Regional" concept—born of emergency administration needs for war purposes and perpetuated for reasons which are far from satisfactory—will not do. It is wholly artificial and, as far as documents are concerned, constitutes an unrealistic approach to the problem. As we in this Society see it, economic development has centred great riches in areas of comparatively little historic importance with the result that cities such as Birmingham, Liverpool, Wolverhampton, Bradford, Leeds and many others have ample means to support a trained Archivist and his staff, pay for a proper centre for the storage of muniments and indeed would probably gladly do so—if they had the muniments. They have sufficient cash to get all dressed up, but, figuratively speaking, they have nowhere to go. On the other hand, there are cities such as York that have a wealth of ancient records and lovely buildings but insufficient means for their proper preservation. The idea that some of their archives be transferred to the richer if less historically well-

favoured towns is on a par with the suggestion that York Minster be taken down and re-erected in, say, Chicago. Without any desire to be dog-in-the-mangerish on the part of their owners, records must be housed, kept and studied in their own proper surroundings; only thus will they live.

So, clearly, the problem requires a three-tier solution. The central government must make grants to less financially favoured localities at the expense of the nation — after all, it is not only the local inhabitant in these days of high mobility who enjoys the amenities of his city. Then local councils must stir their stumps and, even at the cost of some expenditure, persuade both the public and the central government that something is being done to merit these grants in aid by providing repositories for the safe keeping, study and display of documents entrusted to their care by all who may wish to make use of these facilities. Thirdly — and most important of all — local learned societies must see to it that they play their part, not only in helping councils to run the Repositories for Archives, but also in keeping both forms of government aware of their responsibilities and the general public informed of how these are being discharged. And above all — we repeat — the voluntary principle.

France

UNESCO and the Direction des Bibliothèques de France are collaborating in the production of a *Guide des centres et des services de documentation*, which will cover all French territories. This guide will constitute the third part of a series of which the first two volumes (*Guide des bibliothèques de Paris* and *Guide des bibliothèques des départements*) are in course of preparation.

Pakistan

The Historical Records and Archives Commission as constituted by a Government resolution of April 14, 1948, held its first meeting on December 3-4, 1948 at Karachi. The Commission, composed of historians and archivists from Government and the universities, resolved that the Government of Pakistan be requested to establish a separate Directorate of Archives at Karachi; that regional survey committees be set up to locate and salvage historical records throughout the country and to prepare guides to archives remaining in private custody and in district offices; and that steps be taken to obtain from private owners for reasonable compensation manuscripts and records of historical, cultural, and literary importance. The Antiquities Export (Control) Act of 1947, which was aimed to prevent the carrying away by emigrants of rare ancient manuscripts, paintings, historical documents and works of art, requires enforcement, the Commission stated.

ALABAMA

Mrs. Marie Bankhead Owen, Director of the State Department of Archives and History for almost thirty years, was given the honorary degree of LL.D. by the University of Alabama in June. In the citation the University President stated that Mrs. Owen's recent five volume work, *The Story of Alabama, a History of the State*, is the most complete and extensive history of the State

yet written. About ten years ago Alabama College for Women also bestowed the honorary degree of LL.D. upon Mrs. Owen.

A portrait of the late Thomas M. Owen, Jr., who was long connected with the National Archives and who served for fifteen years as National Historian of the American Legion, has been placed in the Alabama State Department of Archives and History. The portrait was painted by Maltby Sykes, one of the best known artists of the South.

COLORADO

Herbert O. Brayer has resigned as State Archivist of Colorado to accept the post of Professor of Business History at the School of Commerce, Northwestern University, effective September 1. Mrs. Brayer has also resigned as Associate Archivist, effective August 15. Although no State Archivist will be appointed at present, Mrs. Dolores C. Renze has been appointed Associate State Archivist, effective August 15. Administrative control of the Archives will rest in the State Historian's office.

CONNECTICUT

Acquisition of the Ralph H. Isham Collection of the private papers of James Boswell was announced by Yale University Librarian James T. Babb on July 31. Plans for publication of the papers, described as "the greatest collection of English literary manuscripts of the eighteenth century," were announced simultaneously. The papers of Boswell, author of the "Life of Samuel Johnson," were purchased from Lt. Col. Isham of New York, a member of Yale's Class of 1914. Isham spent nearly 25 years in a romantic hunt to bring them together from attics and outbuildings of an Irish castle and a Scottish mansion, where they had remained unrecognized for more than a century.

Acquisition of the vast collection of journals, letters, and other materials was made possible by a gift to Yale from the Old Dominion Foundation, established by Paul Mellon of the class of 1929, and by arrangement with McGraw-Hill Book Co., Inc., for exclusive rights to publish, through Whitteley House, the 40 to 50 volumes which will result from the editing of the papers by leading scholars. McGraw-Hill has acquired from Yale all other rights of publication and has arranged with William Heinemann, Ltd., of London, to issue the volumes in the British Empire.

DELAWARE

The recent session of the Delaware Legislature passed and Governor Elbert N. Carvel signed an act appropriating funds to the Public Archives Commission to establish a State Museum Division. This appropriation supplements the funds previously subscribed by the public for restoring the Old Presbyterian Church in Dover and for renovating it and an adjacent Chapel Building for use as a State Museum. The Museum will show a cross section of the State's development from Colonial times to the present through exhibits de-

signed to portray Delaware's history, natural resources, educational, agricultural, and industrial attainments. Many of the facilities of the State Archives can thus be utilized jointly with the Museum, and the two agencies will be in a better position to disseminate and interpret Delaware's history to the public.

The Legislature also appropriated funds for additional microfilm work in the State. This will enable the Public Archives Commission to make photocopies of important county records created after 1850, thus providing security copies in the event of the destruction of the originals from any cause. The majority of the county records prior to this date had been microfilmed by the Genealogical Society of the Church of Jesus Christ of the Latter Day Saints.

Among recent staff changes were the employment of Charles W. Dickens as Assistant State Archivist; the promotion of Miss Virginia E. Shaw from Classifier to Junior Archivist; and the addition of Harry McDaniel, 3rd and Mrs. Lida R. Farrow as Junior Photographer and Clerk, respectively.

The *Annual Report of the Public Archives Commission for the Fiscal Year ending June 30, 1949*, is now available for distribution.

KANSAS

Osage County history, as compiled by the Kansas Historical Records Survey, WPA, has continued to appear regularly in *the People's Herald*, Lyndon. Information on various types of county records, including their description and location, has been featured in recent articles.

KENTUCKY

The Library of Samuel M. Wilson, left to the University of Kentucky in 1946, is now housed in special rooms in the Margaret I. King Library Building. There are approximately 10,000 books in the collection, at least 1,000 of which are very rare. There are several thousand pamphlets, many of them early Kentucky imprints. The manuscripts probably will number in the hundreds of thousands of pieces. The Wilson Library is particularly strong in at least three fields: the history of Kentucky, the history of the Presbyterian church, and genealogy. Although the cataloging of the books, pamphlets, and papers in the Library is not complete, many are now accessible for the use of scholars and students. The maps have been arranged, and a catalog has been made for them. Approximately half of the papers and manuscripts have been arranged and are available for use.

LOUISIANA

The Department of Archives of Louisiana State University has received from the family of the late Senator John H. Overton of Louisiana 20 linear feet of his official papers. They will be arranged and described this fall.

Increased emphasis by the Department on the acquisition of collections of private manuscripts and business archives from geographical areas of the Lower

Mississippi Valley and on occupations, subjects, and similar matters poorly represented in its holdings has resulted in the recent acquisition of 957 items and 19 volumes of personal and business papers of Jean Phillip Breda, medical doctor and druggist of Natchitoches, Louisiana, and of his son, J. Ernest Breda, attorney and parish judge, which contain a considerable body of materials relating to Civil War and Reconstruction and the participation of the Republican Party in State and local politics, 1776-1921; 3,673 items and 41 volumes of records of a law firm of Natchitoches, and business and some official papers of Phanor Breazeale, attorney, parish superintendent of schools, newspaper editor, and Representative in Congress, 1806-1904; 63 items of land surveys and related papers, Natchitoches area, 1798-1850; 313 items and 73 volumes of Joseph Plauche, Negro farmer of Natchitoches Parish, 1901-46; microfilm copies of two volumes and six letters of John Ransdell, planter of Rapides Parish, 1842-69; 11 account books of John P. Snellings of Elbert County, Georgia, and later a planter in Avoyelles Parish, Louisiana, 1855-69, 1882-1905; and 27 daybooks and ledgers of John I. McCain, general merchant, Grant Parish, 1891-1932. Other acquisitions include 12 volumes (1771-1818) of original documents of land surveys of Vicente Sebastian Pintado and Charles Leveau Trudeau, Royal Surveyors of Spanish colonial Louisiana and the two Floridas, and two related volumes, 1771-1859; additional papers of the Minor family of Mississippi and Louisiana, 1774-1914; and photographic copies of 31 items and two volumes of Hudson Tabor and family reflecting principally commercial and plantation matters in Southeast Louisiana but including opinions of local abolition and slave insurrectory matters (1834-43), 1812-1916.

MARYLAND

A trunk full of papers of the Carroll and MacTavish families, including a number of interesting letters that passed between Charles Carroll of Carrollton as a boy and his father and mother, has been acquired by the Maryland Historical Society through the generosity of a member. These papers were in the possession of the MacTavish family for approximately 100 years, and were purchased from Charles Bancroft Carroll who recently inherited them from Charles Carroll MacTavish. The purchase price was \$2,500.

The addition of this material to the Society's previous holdings of Carroll Papers makes the collection a remarkably extensive one. Earlier substantial gifts, donations, and deposits have been made by the late Mendes Cohen, Gilman Paul, Philip Acosta Carroll, and the heirs of the late Harper Pennington. A number of Carroll letters and other documents have been bought from time to time by the Society.

MISSOURI

Recent acquisitions of the Western Historical Manuscripts Collection of the University of Missouri are as follows: Record book of steamboats and their cargoes leaving the port of Cambridge, Missouri, on the Missouri River,

1859-1862; family and business letters of a pioneer Missouri Circuit Judge, C. S. Yancey of Springfield, Missouri, 1840-1865; letters of a Union man, A. F. McRoberts, to his wife in Ohio from a Confederate community in Saline County, Missouri, during the Civil War; papers of the Columbia, Missouri, Charter Committee, 1940-1949; reminiscences of a Missouri Republican, Judge Henry Lamm of Sedalia; speeches of Cornelius Roach, Missouri politician, in 1916; and papers of Doctor Sheppard, a Southern Missouri educator.

NEBRASKA

The recent session of the State Legislature reappropriated the proceeds of the special levy, set aside two years ago for the State Historical Society Building. To date the State Treasurer has invested \$533,000 from this fund in Government bonds and has approximately \$33,000 on hand to be invested. For operating expenses during the biennium 1949-1951, the legislature appropriated the amount requested, \$64,950, which, with unexpended balances totalling approximately \$11,521, reappropriated amounts to \$76,471.90.

Martin F. Kivelt of Lincoln, archeologist with the Smithsonian Institution's River Basin Surveys since 1946, has been named Assistant Director of the Society's Museum.

NEW HAMPSHIRE

Sir Isaac Newton's original library and a collection of the pioneer physicist's manuscripts are on display at the new Gravity Research Foundation Museum in New Boston. The material, collected during the past 40 years by Mr. and Mrs. Roger Babson, is exhibited in a house that has been bought and remodelled for the purpose by the Foundation. Shipped here from Boston, it is now open for free public inspection daily. The Foundation chose New Boston for its new location after consultation with authorities at Massachusetts Institute of Technology, who consider it the safest place within 60 miles of Boston, in case that metropolitan area should be bombed.

NEW YORK

Hugh M. Flick, Senior State Archivist of the State of New York, resigned May 15 to become Director of the Division of Motion Pictures of the State Education Department. This Division is charged with the review and licensing of motion pictures shown in the State, either as part of theatrical entertainment or in connection with any business. Son of the late Alexander C. Flick, who was State Historian and Director of the Division of Archives and History from 1923 to 1939, Flick was appointed to the public records staff in the State Historian's Office in 1928 and has been with the State Education Department since that time with the exception of three years spent with the New York Historical Society and almost six years in war service. In 1939 and 1940 he served as Acting State Historian and as Director of the Division of Archives and History.

Chapter 840 of the Laws of 1949, approved by the Governor on April 2, amends the County Law and Civil Practice Act to set forth a revised schedule of fees for county clerks in connection with filing, recording, searching, and certifying documents. The fees, which became effective July 1, are listed in *Town Clerks Topics*, June, 1949.

Exhibited from June to September at the New-York Historical Society, New York City, were additions to the library's collection of manuscripts: a letter to President Madison in 1811 comprising the initial proposal for construction of the Erie Canal and signed by Gouverneur Morris, De Witt Clinton, Robert Livingston, and Robert Fulton; a first hand account of the discovery of Benedict Arnold's conspiracy, dated Sept. 27, 1780, the writer telling of Major Andre's capture, and of Gen. Arnold's revelation as a traitor; a summons to appear before a committee questioning Tories signed by Gouverneur Morris, John Jay, and others (1776) showing Robert Bayard, a prominent New Yorker, was under suspicion as a loyalist; Alexander Hamilton's opinion on a will of William Beekman, 1797; and an Indian deed, dated 1669, for land in the Tinnecock section of Locust Valley, L. I.

The transfer of the ownership of the Hudson River Dayline resulted in the gift of a considerable collection of material to the Society. Posters, timetables, menus, a log book, and many other items from that source are on exhibit, as well as a selection from the 206 menus of hotels and restaurants in New York City and State in the 1920's, which were added to the Society's collection during the year.

NORTH CAROLINA

The General Assembly of North Carolina which convened in January appropriated for the State Department of Archives and History for the bien-nium beginning July 1, 1949 the following: for the year July 1, 1949, to June 30, 1950, \$67,361; and for the year July 1, 1950, to June 30, 1951, \$82,295.

R. D. W. Connor, Archivist of the United States, 1934-41, and since 1941 Craige Professor of Jurisprudence and History, in the University of North Carolina, retired from his professorship on July 1, 1949. The Governor of North Carolina has reappointed Dr. Connor a member of the Board of Directors of the North Carolina State Department of Archives and History for a term of four years.

Miss Marjory B. Terrell, Secretary to the Archivist of the United States, 1934-1942, died at Rex Hospital, Raleigh, N. C., July 4, 1949, after a prolonged illness.

OHIO

The Ohio State Archaeological and Historical Society has recently added to its collections the following manuscripts: Armstrong, James E., Diary of an overland trip from Ohio to California, April 19-Sept. 14, 1848, 1 vol.; Bureau, John P. R., "Gallipolis," 5 pages written by the man who was the French Settlers' agent in 1795; Dennison, William, Letter to A. Lincoln,

recommending Joseph McCormick for an Army commission — two endorsements on back, one by S. P. Chase, one by Lincoln; Harrison, William Henry, Letter to Tobias Lear, of War Dept., concerning handling of Army provisions, 16 May 1816; James, John H., Memorandum reporting conversation with Wyandot chief, William Walker, Dec. 16, 1836, 1 page; Lincoln, Abraham, Circular on draft quota for Ohio, Sept. 5, 1863, 1 page, signed with Lincoln's full name; *Medium*, Ohio River steamboat, Manifest for goods shipped, 1847, 92 pieces; Purdy, James L., Business and personal papers, Mansfield, O., 1820-1866, 11 boxes; Taft, William Howard, Editorial, "Harding and Cox: The Irish Question," 2 pages, typed and signed, also cover letter, Sept. 25, 1920; Speech, "Hopeful Views on Negro Difficulties," delivered in Atlanta, Ga., Jan. 16, 1909, 4 typed pages.

Additions of interest to the manuscripts division of the Hayes Memorial Library during the past quarter include the following holograph letters (1845-1892) of Rutherford B. Hayes to: Henry Ward Beecher, J. K. Furlong, Charles Gibbs and James G. Gibbs, Hayes Grant and W. H. Grant, J. Warren Keifer, and F. S. Strickland; and a document signed by R. B. Hayes as notary public, Jan. 13, 1851.

Original letters of the following individuals have also been added: Mary Clemmer Ames to Donn Piatt, 1879; Wm. W. Belknap to O. E. Babcock, 1874; James G. Blaine, 1879; Edward W. Bok to J. B. Walker, 1900; A. E. Burnside to E. A. Carman, 1880; Salmon P. Chase, 1851, 1852; Schuyler Colfax, 1875; James M. Comly to Donn Piatt, 1873; Major George Croghan to Stephen McFarland, 1814; President Millard Fillmore to A. C. Flagg, 1838; Emma Foote Glenn to Florence Carlisle Murdoch (16 letters), 1871-1893; Murat Halstead to Chas R. Deacon, 1885; William G. LeDuc to Messrs. James A. Garfield, Thomas L. Young and A. McD. McCook, 1879; Gen. James B. McPherson, West Point, to Jesse Stem, 1851; President Franklin Pierce to C. E. Potter, 1860; and Carl Schurz to A. H. Walker, 1884.

OKLAHOMA

With three field representatives engaged in full-time searching in certain areas of the State for materials in private hands, the University of Oklahoma Archives is building up a diversified collection of regional materials. A first objective has been the assembling of a small core collection of informational materials on each community, beginning with materials of auctioneers and extending across the board of community activity to theatres and local opera houses, with their handbills and posters. These contacts have turned up leads to numerous pioneer families, professional people, and other old-timers whose memoirs, reminiscences, diaries, and correspondence define another basic area of collection. Agricultural and commercial records are already represented by the records of a cotton gin; the papers of several leaders in the farmers' cooperative movement; the general ledgers of two leading banking firms covering financial conditions in different parts of the state for almost the same span

of years. The recent acquisition of fee books and case histories kept by an elder physician, in active practice in Oklahoma for over half a century, is representative of another type of material which is being avidly sought. Attention is also being given to the acquisition of the papers of men who have served in the state legislature or in Congress. Already the files of three Congressmen have been acquired.

Although precedence is given to other activities, the acquisition of archival holdings of the various administrative and academic units of the University continues. Recent transfers include inactive files of the office of the Dean of Students, the School of Music, the Department of Zoological Sciences and the Office of the Editor of the *Sooner Yearbook*.

The processing of these collections, and all analysis and description work, have been done under the direction of Mrs. Lucille H. Pendell, on temporary summer leave from Gallaudet College. Lacking personnel trained or experienced in this work, Mrs. Pendell has been obliged to rely upon student help selected mainly from majors in the humanities.

The Library's collection of microfilm, and reference service on it, were transferred from the Reference Department to the Division of Manuscripts on June 1st. A complete review of all holdings of microfilm is being made, preparatory to the preparation of a comprehensive classified list of holdings.

OREGON

The Attorney General of the State of Oregon, in an opinion rendered to the State Tax Commission, July 5, 1949, has ruled that the Commission can not employ a commercial firm to handle and develop microfilms of income tax returns in California. The contents of the income tax records are confidential under the State law, and "can not lawfully be revealed to third persons for any purposes except as expressly provided in the statute."

Recent acquisitions of the Oregon State Archives include the files of the Executive Secretary of the Committee on Post-War Readjustment and Development, which terminated June 30, 1949 after six years of service. Functioning under the Governor, the Committee assisted in Oregon's transformation from a war time to a peacetime economy. The State Archives has also acquired the administrative files of Robert S. Farrell, Jr., Secretary of State, 1943-1947.

PENNSYLVANIA

A collection of the original papers of the French commanders in western Pennsylvania, Contrecoeur and Marin, for the years 1753-1755, long preserved in the Archives of the Seminary of Quebec, has recently been micro-filmed under a cooperative agreement between the Seminary and the Pennsylvania Historical and Museum Commission. These papers concern the Fort Necessity campaign, Braddock's defeat, and other matters of historical importance. Use of them is restricted to the staffs of the two cooperating insti-

tutions until publication becomes possible, the French edition being expected to appear at Quebec within two years.

A short *Guide to the Published Archives of Pennsylvania* is due to be issued by the Pennsylvania Historical and Museum Commission at about the date this number of the *American Archivist* appears. It combines the history of a century of official archival publication, written by Henry Howard Eddy, State Records Officer, and an extensive index section compiled by Miss Martha L. Simonetti, of the Division of Public Records at Harrisburg. The *Guide* is designed to serve as reference tool for searchers using the ten highly diverse series of *Pennsylvania Archives* which were published from 1838 to 1935 in 138 volumes.

Washington and Jefferson College has joined the band of progressive institutions that have established archival units. Charles M. Ewing, Curator of Archives since 1947, has gathered valuable files from a variety of campus offices. He now has housed in fire-proof cabinets all five of the original charters for the institutions which are combined in the present college, the minutes of the Board of Trustees from 1787 to the present day, and many other papers of prime interest and importance in documenting the history of the college.

The Presbyterian Historical Society in Philadelphia has published a description of its Library's special collections of letters relating to western life. Most of the letters, written by missionaries from the Mississippi Valley, the Western Plains, the Rocky Mountains, the Pacific slopes and Alaska, have never been exploited.

VIRGINIA

Among recent accessions to the Division of Manuscripts in the University of Virginia Library, the following may be noted: Wyatt family manuscripts, fourteenth century through the eighteenth century, owned by the Earl of Romney, chiefly seventeenth century papers of Sir Francis Wyatt (1588-1644), first royal governor of Virginia, and of subsequent generations, microfilm copy (use restricted), 1687 exposures; photostats of manuscripts of John Rolfe (1585-1622) as follows: the three texts of his manuscript, "A True Relation of the State of Virginia, 1616" (King James' copy, the Earl of Pembroke's copy, and Robert Rich's copy), Rolfe's request to Governor Dale for permission to marry Pocahontas, probate and registered copies of Rolfe's Will, 10 March 1621; three hundred manuscripts of the Walker and Page families of Albemarle County, Virginia, chiefly of Dr. Thomas Walker and his son Francis Walker of "Castle Hill," and their dealings in land speculation, the Albemarle Iron Works, and other matters, with Governor Dunmore, Andrew Lewis, George Washington, Thomas Jefferson, and others, 1742-1848; ships' papers of Samuel Gilford & Son of New York, chiefly dealing with the West Indian trade, sixty items, 1755-1814; document signed by George III, instructions to Lt. Gov. William Nelson of Virginia, disallowing the Virginia law laying an additional duty on slave importation, 10 December 1770; an autograph Jefferson document [1778-1784] on paper money emissions and taxes;

the payroll of Capt. George Lewis' troop of horse, May-July, 1777, and one autograph letter each of James Maury, George Washington, and Thomas Jefferson to members of the Lewis family, 1789-1825; fifty-four frames of microfilm of the Thomas Jefferson papers in the James Monroe Law Office, Fredericksburg, Virginia, 1785-1826; thirty-five letters to Gen. John H. Cocke of Brems, Fluvanna County, Virginia, fifteen being from Thomas Jefferson, sixteen from James Madison, three from James Monroe, and one each from Bishop James Madison and James Buchanan, 1801-1845; two personal journals kept by John S. Whittle while surgeon of the U. S. S. *Peacock* and the U. S. S. *Vincennes* on the scientific and naval exploring expedition to the Pacific under Commodore Wilkes, 1838-1841; one hundred items from the papers of the Charlottesville (Virginia) Interracial Commission, 1942-1947; and a letter of Cordell Hull to Edward R. Stettinius, Jr., 22 Dec. 1948.

WISCONSIN

The June, 1949 issue of the *Wisconsin Magazine of History* carries the following announcement of new records legislation in Wisconsin:

One of the important provisions affecting historical work in the State enacted so far by the 1949 Legislature permits the establishment of local or regional depositories for the preservation of county and local records. It expands the legal powers of county and local historical societies to enable them to accept custody of such records. It authorizes school, village, town, municipality, city, and county officers to offer, and the State through this Society to accept for preservation *title* to such non-current records as in the Society's judgment are of permanent historical value and are no longer needed for administrative purposes. It is then mandatory upon this Society, wherever possible, to place such records in the *custody* of a proper local depository. This depository may be the local historical society, the county historian, a public library, public museum, "or similar agency or institution in the area of origin." Title is placed in the Society simply to insure continuity of responsibility for records of permanent historical value against the demise of a local historical society, the abolition of the office of a county historian, or the closing of some library or museum in whose hands such records had been placed. It was made clear by the Society from the outset that the whole intent was to keep the records available and safe in the area to which they were of most interest. We wish to see those records of permanent interest preserved. We wish to see them preserved locally. We wanted legislation to permit the establishment of a records preservation system on the county and local level to match that which we established two years ago on the State level. Now we have it.

There is nothing mandatory about the act. It is purely permissive. This leaves a heavy responsibility on those interested in history at the local level to see that valuable records are not destroyed but are made available to a local depository under the provisions of this act. All too frequently the demands for additional filing space cause house-cleanings in governmental offices. All too frequently in such cases the wheat is discarded with the chaff. Now, working with local societies and other depositories, and with local officials, we may hope to see such records preserved in the hands of interested local groups. The previously existing legal obstacles to this procedure have been cleared away. Local vigilance to see that valuable records are not destroyed, local responsibility to see that they are cared for in local depositories after their usefulness to local officials is terminated are the keys to the success of this program.

MISCELLANEOUS

The *Census of Medieval and Renaissance Manuscripts in the United States and Canada*, compiled by the late Seymour De Ricci with the assistance of W. J. Wilson and published in two volumes in 1935 and 1937, with Index volume in 1940, is now outdated. A *Supplement* to the *Census* is now being prepared under the auspices of the American Council of Learned Societies with C. U. Faye, of the University of Illinois Library staff, as editor.

The *Supplement* will contain descriptions of manuscripts not listed in the *Census* and amplifications and emendations of entries in the *Census*. The *Supplement* will, as the *Census* did, exclude from its scope: manuscripts written after 1600, Oriental manuscripts, papyri and epigraphic material.

Information as to this project and the forms observed in material submitted for publication in the *Supplement* are given in the pamphlet, *Announcement of a Supplement to the De Ricci Census of Manuscripts*, which is available for any one wishing to make use of it. Request for this pamphlet and other communications relating to this matter should be addressed to: C. U. Faye, P. O. Box 395, Champaign, Illinois.

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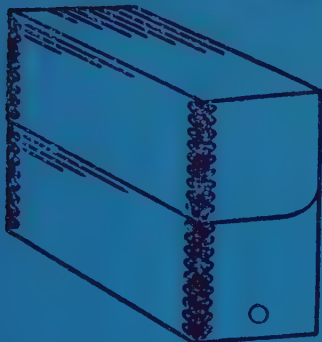
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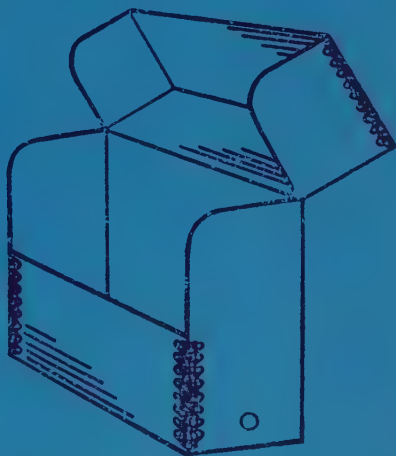
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